



Contract Holder



Authorized Federal Supply Schedule Terms & Conditions

Enterprise Furniture Consultants Inc.

608 Folcroft St
Suite L
Baltimore, MD 21224
(410) 342-0630 (phone)
(410) 342-0631 (fax)
Email: brenick@enterprisefc.net
Website: www.enterprisefc.net

Federal Supply Schedule 71-1 Packaged Office Contract

Contract # GS-28F-0023U

Contract Period 05/07/2013 through 05/06/2018

**Fed ID #20-1900682
Cage Code 355N2
DUNS - 178806928**

8(a), Service-Disabled Veteran-Owned, HUBZone Small Business

Customer Information

1a. Special Item Number: 71-1 Packaged Office Contract

1b. Services Rates:

Installation: \$40 per hour for Supervisor and \$35 per hour for installer for projects up to \$500, Installation projects above \$500 will be negotiated on a project-by-project basis.

Design: \$55 per hour - projects above \$500 will be negotiated on a project-by-project basis.

Ancillary Services: \$40 per hour for Supervisor and \$35 per hour for Installer.

Site Preparation: \$40 per hour for Supervisor and \$35 per hour for Installer.

Storage & Warehousing: Number of skids x \$40 per skid per month.

Project Management: \$65 per hour - projects above \$500 will be negotiated on a project-by-project basis.

2. Enterprise Furniture Consultants, the contract holder will pay IFF fees for all the subcontractors included as part of this Packaged Office contract

3. Point of Production: Depends on manufacturer utilized on project

4. Discounts from List Prices: Per individual manufactures negotiated GSA discounts

5. Quantity Discounts: Per individual manufactures negotiated GSA quantity discounts.

6. Prompt Payment Terms: Per individual manufactures negotiated GSA prompt payment terms.

7. Government Purchase Cards: Contractor will accept government credit cards up to the agency's limit or the micro threshold amount of \$3,000 whichever is greater.

10. Foreign Items: Not Applicable

11. F.O.B. Point: Per manufacturers negotiated GSA F.O.B. Terms & Conditions.

13a. Ordering Address: Same as Contractor

13b. Ordering Procedures: Supplies and services, ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)

14. Payment Address: Same as Contractor

15. Warranty Provision: Per individual manufacturer's commercial warranty

16. The following discounts, terms and conditions from existing GSA contracts are incorporated herein.

**Contract Information**

Schedule 71 Furniture
Contract Number: GS-28F-0001V
Contract Period: October 1, 2008 – September 30, 2018

Allsteel Inc.
2210 Second Avenue
Muscatine, IA 52761-5257

Government Customer Support Information

Phone: 888-255-7833
Fax: 888-329-3123
www.allsteeloffice.com

General Information

Business Size	Large (Corporation)
DUNS No.	12-031-6711
Cage Code	01074
Tax ID No. (TIN)	36-0717079

Contract Terms and Conditions**1.a Special Item Numbers (SIN)**

SIN 71-1 Package Office

SIN 711-1 Furniture Systems and Workstations Clusters

SIN 711-2 Worksurfaces, Workstations, Computer Furniture and Accessories

SIN 711-3 Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks and Accessories

SIN 711-8 Executive Office Furniture

SIN 711-9 Executive Conference Room Furniture, Coordinated Tables, Case Pieces and Accessories

SIN 711-11 Tables and Accessories

SIN 711-16 Upholstered Seating

SIN 711-18 Multipurpose Seating

SIN 711-19 Stacking Chairs and Dollies or Trucks Designed to Support Stacking Chairs

SIN 71-302 Training Room, Auditorium and Theater Furniture

SIN 711-91 Project Management (MOT \$500)

Available at an hourly rate of \$65.00/hr and is inclusive of Industrial Funding Fee. Services include management support for new furniture projects requiring design, installation, or reconfiguration of office furniture.

SIN 711-93 Reconfiguration and Relocation Services (MOT \$500,000)

Available at a rate of \$65.00/hr and is inclusive of Industrial Funding Fee. Agency must define the scope of services required, which will be negotiated with Special Representative (authorized dealer) on a project by project basis by the ordering activity involved.

SIN 711-94 Office Design/Layout Services (MOT \$500,000)

Available at an hourly rate of \$65.00/hr and is inclusive of Industrial Funding Fee. Billable design time and scope of services required will be negotiated with Special Representative (authorized dealer) on a project by project basis by the ordering activity involved.

SIN 711-95 Office Furniture Installation Services (MOT \$500)

Available at a rate of \$65.00/hr and is inclusive of Industrial Funding Fee. Installation projects with net services up to \$500.00 will be charged at a rate of \$65.00 per hour, but not less than \$100.00. Installation projects with net services in excess of \$500.00 will be negotiated on a case-by-case basis.

2.

Maximum Order

\$200,000 Net for SIN's 711-18, 711-19, and 71-302

All orders shall be for one location

\$300,000 Net for SIN's 711-16

All orders shall be for one location

\$500,000 Net for SIN's 711-1, 711-2, 711-3, 711-8, 711-9, 711-11, and 711-16

All orders shall be for one location

\$5,000,000 Net for SIN 71-1

All orders shall be for one location

3.

Minimum Order

\$100 Net per the Solicitation for all product and service SIN's.

4. Geographic Coverage

The 48 Contiguous States and Washington, DC (CONUS).

Shipments for AK, HA, GU, PR etc. are FOB point of embarkation within the Continental United States (CONUS). For "International" Use of Domestic Schedules: Activities shall provide forwarding instructions and/or TCN documentation and/or Instructions.

5. Points of Production

Muscatine, Muscatine County, Iowa
Wayland, Steuben County, New York

6. Discount Statement

Discount is applied to list prices.

Discounts from published list are provided in a GSA Schedule discount matrix at www.allsteeloffice.com.

Federal orders combined for discount shall be to the same destination and time of shipment, and shall be cross referenced to one another (unless otherwise detailed by Blanket Purchase Agreement).

7. Quantity Discounts

Discounts from published list are provided in a GSA Schedule discount matrix at www.allsteeloffice.com.

8. Payment Terms

Net 30 days from date of invoice.

9.a Government Credit Cards

Government credit cards are accepted above or below micropurchase levels.

Written confirmation and authorized signatures are required.

Activities may verbally provide card information, but products shall be confirmed in writing.

Use of credit cards shall be at time of order placement with cards charged at time of shipment or performance.

9.b Discount for Credit Card Use

None.

10 Foreign Items

None.

11.a Time of Delivery

60 days ARO. Orders conforming to routine commercial criteria may be accorded shorter lead times.

Orders which require delivery dates in excess of 30 days shall specify a "do not ship prior to...." instruction.

11.b.c.d Expedited Delivery

Standard terms apply for Everyday Advantage® Program and Express Solutions® Program. See current pricer for details at www.allsteeloffice.com.

The agency may negotiate with Allsteel Inc. for expedited delivery (shipments of less than 30 days) and may incur an additional charge. The agency is to contact Customer Support at 888-255-7833 for details.

12. F.O.B.

All orders FOB Destination CONUS (FAR 52.247-34). Refer to 4.

Installation available. Please obtain an installation quote from an authorized Allsteel Servicing Dealer. Refer to 19.

13. Ordering Address

Agencies send completed purchase orders or credit card orders to:

Allsteel Inc.
2210 Second Avenue
Muscatine, Iowa 52761
Attn: Customer Support

Order should be made out to Allsteel Inc.

Alternatively, orders may be made out:
Allsteel Inc.

c/o Special Representative (authorized dealer) at Contractor's address

Please contact Allsteel Customer Support for EDI and/or Facsimile
Orders Acknowledgement processing

Allsteel Customer Support
Phone: 888-255-7833
Fax: 888-329-3123

- 14. Payment Address**
Allsteel Inc.
13358 Collections Center Drive
Chicago, IL 60693

Or
E.F.T to: Acct #37562-76554, ABA # 111000012
- 15. Warranty**
Allsteel's standard Lifetime Warranty applies.
- 16. Export Packaging Charges**
Price Quoted Upon Request
- 17. Credit Card Terms**
Refer to 9.a and 9.b.
- 18. Rental, Maintenance, and Repair**
Not applicable.
- 19. Installation**
Available at a rate of \$65.00/hr and is inclusive of Industrial Funding Fee. Installation projects with net services up to \$500.00 will be charged at a rate of \$65.00 per hour, but not less than \$100.00. Installation projects with net services in excess of \$500.00 will be negotiated on a case-by-case basis.
- 20. Repair Parts**
Refer to Allsteel Government Customer Support.
- 21. Service and Distribution**
Visit the Allsteel Office Dealer Locator at www.allsteeloffice.com or refer to Allsteel Government Customer Support for an authorized servicing dealer near you:
Allsteel Government
Customer Support
Ph: 888-255-7833
Fax: 888-329-3123
Email: asicustomersupport@allsteeloffice.com
- 22. Participating Dealers**
Allsteel Special Representatives (authorized dealers) perform furniture design, project management, and installation services as subcontractors to Allsteel.

Find local Representatives on the dealer locator at www.allsteeloffice.com.
- 23. Preventative Maintenance**
Not applicable.

- 24.a Special Attributes**
Allsteel is an industry leader in our commitment to minimizing impact on the environment. Visit us at www.allsteeloffice.com/AllTogetherNow/ for up to date information on Allsteel's call to action for true environmental sustainability.
- 24.b 508 Compliance**
Not applicable.
- 25. Data Universal Numbering System (DUNS)**
DUNS No. 12-031-6711
- 26. System for Award Management (SAM) database**
Allsteel Inc. is active and current in SAM.
- 27. Cancellation**
Cancellation at no charge prior to production.
- 28. Restocking Charges**
Restocking charges of 25% applicable for items cancelled after production begins. All returns must be pre-approved by Allsteel Government Customer Support.

Other Federal Identification Numbers

Tax ID No. (TIN)	36-0717079
Cage Code	01074
CEC	14882483C
NAICS No.	337127 Institutional Furniture Manufacturing 337211 Wood Office Furniture Manufacturing 337214 Office Furniture (Except Wood) Manufacturing 337215 Showcase, Partition, Shelving, and Locker Manufacturing

HON

MULTIPLE AWARDS SCHEDULE

FULL LIFETIME WARRANTY
TERMS AND CONDITIONS



**Office & Education Furniture
Schedule 71**

Contract GS-27F-0015S

**Effective through
March 26, 2016**

Not all items found in the Price List
are on Contract

The HON Company, LLC
200 Oak Street
Muscatine, IA 52761

**Telephone 1-800-466-8694
Fax 1-800-833-3902**

Business size: Large
CCR Info: Duns 147814735 Cage 15599
Tax ID 42-1491474
NAICS: 337214 (metal products) and
337211 (wood products)

Authorized Federal Supply Schedule Price List

On-line access to contract ordering
information, terms and conditions,
up-to-date pricing, and the option to
create an electronic delivery order
is available through **GSA Advantage!**,
a menu-driven database system.
The Internet address for **GSA Advantage!**
is: <http://www.gsa.gov>

CUSTOMER INFORMATION**1a) SPECIAL ITEM NUMBERS (SIN)**

SIN 711-1	Furniture systems and workstation clusters (also systems accessories)
SIN 711-2	Worksurfaces, workstations, computer furniture, and accessories
SIN 711-3	Filing and storage cabinets, shelves, and accessories
SIN 711-8	Executive office furniture
SIN 711-9	Conference room furniture
SIN 711-11	Tables and accessories
SIN 711-16	Upholstered seating
SIN 711-17	Multiple seating
SIN 711-18	Multi-purpose seating
SIN 711-19	Stacking chairs and dollies or trucks designed to support stacking chairs
SIN 711-93	Reconfiguration and relocation services
SIN 711-94	Design/layout services
SIN 711-95	Installation services
SIN 71-302	Training room, auditorium, and theatre furniture

1b) SPECIAL ITEM NUMBERS (SIN)

SIN 711-1	HPB1R	\$9.14
SIN 711-2	HEDKBRAC	\$16.52
SIN 711-3	H860000	\$17.62
SIN 711-8	H1802	\$38.28
SIN 711-11	HMAGANG	\$31.84
SIN 711-16	HDAC01	\$509.79
SIN 711-17	HPRMARM	\$184.98
SIN 711-18	H5991	\$28.21
SIN 711-19	H4049	\$32.64
SIN 711-93	\$50.00 per hour	
SIN 711-94	\$50.00 per hour	
SIN 711-95	Installation projects up to \$500 will be charged at a rate of 16.5% of the net price of the product/project	
SIN 71-302	HLSA-HRK	\$12.49

2) MAXIMUM ORDER

The following Maximum Order Limits apply by SIN:

SIN Maximum Order

711-1	\$500,000
711-2	\$500,000
711-3	\$500,000
711-9	\$500,000
711-8	\$500,000
711-11	\$500,000
711-16	\$200,000
711-17	\$200,000
711-18	\$200,000
711-19	\$200,000
711-93	\$500,000
711-94	\$500,000
711-95	\$500
71-302	\$200,000
711-11 <i>basyx</i>	\$200,000
711-18 <i>basyx</i>	\$200,000

3) MINIMUM ORDER

Not applicable

All orders shall be as for one Destination.

4) GEOGRAPHIC COVERAGE

48 Contiguous States and Washington, DC (CONUS)

Shipments for AK, HI, GU, PR etc., are FOB POE (Point of Embarkation); CONUS. (Refer to participating representatives for consolidation or contact HON Government Customer Support for forwarding and/or containerization information.) For "International" Use of Domestic Schedules; activities shall provide forwarding instructions and/or TCN documentation and/or instructions.

5) POINTS OF PRODUCTION

Muscatine, IA; Cedartown, GA; Florence, AL; Orleans, IN

6) DISCOUNT STATEMENT

Prices within the HON List Pricer are shown at list, not net. For HON GSA discount structure, reference discount matrix on hon.com. For questions, contact Government Customer Support or your local HON Sales Representative. Refer to 13b.

7) QUANTITY DISCOUNTS STATEMENT

Refer to discount matrix on hon.com.

8) PROMPT PAYMENT TERMS

None. Payment terms are net 30 days.

9a) GOVERNMENT CREDIT CARDS

Government Credit Cards are accepted, above and below micropurchase levels.

Written confirmation and authorized signatures are required.

Activities may verbally provide card information, but products shall be confirmed in writing.

Use of credit cards shall be at time of order placement. Credit cards will bill when product is shipped, see GSAR 552-232-80(c).

9b) DISCOUNT FOR CREDIT CARD USE

None.

10) FOREIGN ITEMS

Selected Products (NAFTA).

11a) TIME OF DELIVERY

60 days After Receipt of Order (ARO) or sooner. Orders conforming to routine commercial criteria may be accorded shorter lead times. Orders which require delivery dates in excess of 30 days shall specify a "do not ship prior to..." instruction.

11b) EXPEDITED DELIVERY

Expedited delivery is not available on this contract.

11c) OVERNIGHT AND 2-DAY DELIVERY

Certain models and/or parts may be available for overnight or 2-day shipment. Normal orders, which have not yet been loaded, may be modified for air shipment. This practice is not encouraged but is available subject to all transportation charges being borne and paid by the ordering agency.

11d) URGENT REQUIREMENTS

Available as I-FSS-140-B, contact HON Government Customer Support.

12) FOB

All orders FOB Destination: CONUS (FAR 52.247-34). Refer to 4.

Installation available. Please obtain an installation quote from an authorized HON Servicing Dealer. Refer to 19.

13a) ORDERING ADDRESS

Agencies send completed purchase orders made out to:

The HON Company
200 Oak Street
Muscatine, IA 52761
Ph: 800-466-8694
Fx: 800-833-3902
Email:
hongsaoe@honcompany.com

Alternately, orders may be made out to:

The HON Company
c/o Servicing Dealer
200 Oak Street
Muscatine, IA 52761

13b) ORDERING PROCEDURES

Agencies are encouraged to use EDI procedures. Agencies may fax orders and receive acknowledgment by facsimile by including fax number and identifying a point of contact. Please contact HON Government Customer Support for EDI and/or facsimile order/acknowledgment processing.

HON Government
Customer Support
Ph: 800-466-8694
Fx: 800-833-3902
Email:
hongsateam@honcompany.com

Cancellation:

Cancellation of orders prior to production shall be at no charge. After production, cost incurred may be applicable, up to 25% net product dollars.

Restocking Policy:

Returns will not be accepted without written authorization or issuance of a valid return authorization by The HON Company. Agencies shall pay and bear responsibility for returns. Returned product must be returned in original cartons, with proper inner packing and is subject to inspection before acceptance. Returns are subject to restocking fee of up to 25% of the invoiced amount.

14) PAYMENT ADDRESS (REMIT TO:)

The HON Company
PO Box 404422
Atlanta, GA 30384-4422

15) WARRANTY

For HON's Full Lifetime Warranty and *basyx*® Limited 5-Year Program, reference pages 7 and 8.

16) EXPORT PACKING CHARGES

Domestic Packaging Standard. Special packaging and palletization requests carry additional charges, quoted on a project-by-project basis. Please contact HON Government Customer Support for details.

17) CREDIT CARD TERMS

Refer to 9a and 9b.

18) RENTAL, MAINTENANCE, AND REPAIR

Not applicable.

19) INSTALLATION

Installation charges \$500 or less must not exceed 16.5% of total product net. Installation charges greater than \$500 may be negotiated with contractor on a project-by-project basis by the ordering activity involved, inclusive of IFF.

20a) REPAIR PARTS

Refer to HON Government Customer Support. Refer to 21.

20b) OTHER SERVICES

Design and layout services available, negotiated with contractor on a project-by-project basis by the ordering activity involved, at an hourly rate of \$50.00/hr. The rate shall be inclusive of IFF.

21) SERVICE AND DISTRIBUTION

Visit The HON Company GSA Dealer locator at www.hon.com or refer to HON Government Customer Support for an authorized servicing dealer near you:

HON Government

Customer Support

Ph: 800-466-8694

Fx: 800-833-3902

Email:

hongsateam@honcompany.com

22) HON DEALER PARTNERS

Support services – including design, installation, reconfiguration, relocation, warehousing, and overall project management – are the responsibility of The HON Company, but will be quoted for each customer order by the associated HON dealer partner. To find a HON dealer near you, contact HON Government Customer Support. See 21 above.

23) PREVENTATIVE MAINTENANCE

Not applicable.

24a) ENVIRONMENTAL ATTRIBUTES

The HON Company uses the Indoor Advantage™ program from SCS Global Services, along with an independent third-party air quality testing laboratory, to ensure that products meet increasingly lower emission requirements for indoor air quality. The Indoor Advantage™ program evaluates the emission of chemical compounds into the air and certifies to two levels of conformance:

Indoor Advantage™ certifies conformance with ANSI/BIFMA M7.1/X7.1 methodology and testing protocol for Low-Emitting Furniture & Seating. Indoor Advantage™ certification also meets the requirements for LEED credit IEQc4.5, Option 2.

Indoor Advantage™ Gold certifies additional conformance with California 01350 Special Environmental Requirements and Collaborative for High Performance Schools.

More than 85% of The HON Company's product lines have been certified by the Indoor Advantage™ program.

On the level®

level, the BIFMA e3 sustainability standard, was developed in response to the increasing demand for proof that manufacturers are living up to their environmental claims. level certification is based on four sustainability attributes: Materials; Energy and Atmosphere; Human and Ecosystem Health; and Social Responsibility.

The HON Company has 70 product lines that have achieved level 2 certification.

Published Environmental Statements are available upon request.

24b) 508 COMPLIANCE

Not applicable.

25) DUNS NUMBER

DUNS 147814735

26) Notification regarding registration in the System for Award Management (SAM) data base

DUNS 147814735

Cage: 15599

OTHER DESIGNATORS

TIN: 42-1491474

CEC: 14882483C

SIC #: 2522 (metal products) 2521 (wood products)

NAICS: 337214 (metal products) 337211 (wood products)

337215 (partition/shelving products).

Photocopy order form, complete and fax (800-833-3902).

HON GOVERNMENT CREDIT CARD ORDER INFORMATION

- A Government Agency Purchase Order must be submitted for all orders with Net 30 day terms
- Cardholder signature required for credit card order
- Credit card orders bill when shipped. See GSAR 552.232-80 (C)
- Email completed order form to hongsaoc@honcompany.com

Agency P.O. # _____

Credit Card Billing Address _____

Bill-to Phone # _____

Bill-to FAX # or Email _____

Contract # _____

Ship-to Address _____

Traffic Contact Phone # _____

Traffic Contact Name _____

DELIVERY

Delivery is tailgate to a standard dock. FAR 52.247-34.

Special Instructions/Requests/Mark For:

CREDIT CARD INFORMATION

HON will contact you for your credit card information.

Please provide your phone number and the best time to call.

Best time to call _____

Cardholder Signature

Printed Cardholder Name

Servicing Dealer _____

Contact _____

Phone # _____

Account # _____

Please provide signature on line above and be sure to include total dollar amount in space below.

QTY	MODEL	COLOR	TAG	LIST \$	DISC %	UNIT \$	
Total \$							

____ See Attached Quote ____ # Pages to Follow

The HON Company Government Customer Service • Phone 800-466-8694 • FAX 800-833-3902
Email: hongsaoc@honcompany.com



FULL LIFETIME WARRANTY

YOUR HON FULL LIFETIME WARRANTY

Every time you purchase a HON product, you're making an investment in your future. We're proud to play a part in that future, and you can trust us to do our best for as long as you need us.

The HON Full Lifetime Warranty is our assurance to you that the HON desks, workstations, seating, tables, or storage you purchase will be free from defective material or workmanship for the life of the product. In the unlikely event that any HON product or component covered by the HON Full Lifetime Warranty should fail under normal workplace use as a result of defective material or workmanship, HON promises to repair it. If we are unable to repair it, we will replace it with comparable product, or if preferred, we will refund the purchase price.

WHAT'S COVERED BY THE HON FULL LIFETIME WARRANTY?

Your HON Full Lifetime Warranty applies to product manufactured after January 1, 2011. All HON product lines, materials, and components are covered by the HON Full Lifetime Warranty except for the items described below.

The specific product lines, materials, and components listed below are covered under HON's Full 12-Year, Full 10-Year, and Full 5-Year Warranties (from date of purchase).

HON'S FULL 12-YEAR WARRANTY

- Electrical components (LED task lights, lamps and ballasts are not covered)
- Seating ilira*-stretch
- Seating controls
- Signal seating upholstery fabric
- Wood Seating
- Accessories
- Laminate Surfaces
- Veneer Surfaces

HON'S FULL 10-YEAR WARRANTY

- Soothe™ Patient Recliner Mechanism

HON'S FULL 5-YEAR WARRANTY

- All LED task lights
- Panel and seating textiles
- Electric Height Adjustable Table Bases (Including Memory Control)
- Soothe™ Patient Recliner Central Lock Mechanism
- Soothe™ Patient Recliner Pivoting Arm

These warranties apply to HON products sold within the United States of America, U.S. Territories, and Canada, as well as U.S. Military and Federal Agency purchases (regardless of location).

IS ANYTHING NOT COVERED?

There are a few exclusions to the HON Full Lifetime Warranty and to the 12-, 10-, and 5-year warranties. These exclusions are:

- All basyx® by HON products (these products are covered under a separate basyx® by HON warranty).
- Color-fastness or matching of colors, woodgrains, or textures occurring in wood, leather, or other materials that naturally exhibit inherent color variations.
- Customer's own materials (COM) selected by and used at the request of the user.
- Modifications or attachments to the product that are not approved by The HON Company and product failures resulting from such modifications or attachments.
- Product normal wear and tear, which are to be expected over the course of ownership.
- Products that were not installed, used, or maintained in accordance with product instructions and warnings.
- Products used for rental purposes.
- Damage caused by cleaning chemicals.

WARRANTY REQUESTS OR QUESTIONS?

Your HON dealer is our mutual partner in supporting your warranty requests. To obtain service under this warranty, please contact your HON dealer. If you are not sure who your dealer is, please call HON Customer Support at 800.833.3964.

THAT'S YOUR HON FULL LIFETIME WARRANTY AS AN OWNER OF HON PRODUCT, THE WARRANTY EXPLAINED HERE IS YOUR SOLE AND EXCLUSIVE REMEDY. THERE ARE SOME EXCEPTIONS IF YOU PURCHASED THE PRODUCT FOR HOME OR PERSONAL USE WHICH ARE EXPLAINED BELOW. TO THE EXTENT ALLOWED BY LAW, THE HON COMPANY MAKES NO OTHER WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE HON COMPANY WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.

A WORD ABOUT PURCHASES FOR HOME OR PERSONAL USE

Please note, this section only applies if you purchased your HON product for your home or for your own personal or family use. HON's warranties give you specific legal rights and you may have other rights, which vary from state to state. As a consumer purchaser, the complete exclusion of implied warranties noted in the above paragraph does not apply to you, however, to the extent allowed by applicable state law, the implied warranties are limited to the applicable term of the warranty. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion or limitation may not apply to you.



LIMITED 5-YEAR PROGRAM

The HON Company promises to repair or replace any basyx by HON product or component that is found to be defective in material or workmanship within five (5) years from the date of original purchase so long as you, the original purchaser, still owns it. This is your sole and exclusive remedy. This warranty is subject to the provisions below. It applies to product manufactured after Jan. 1, 2013.

Limitations:

- Upholstery on chairs is warranted for two years from date of purchase.
- Damage caused by the carrier in-transit is handled under separate terms.

Exclusions:

This warranty does not apply and no other warranty applies to:

- Normal wear and tear, which are to be expected over the course of ownership.
- Modifications or attachments to the product that are not approved by The HON Company.
- Products that were not installed, used, or maintained in accordance with product instructions and warnings.
- Products used for rental purposes.

Seating Usage

Normal commercial use for seating is identified as the equivalent of a single shift, forty- (40) hour workweek. To the extent that a seating product is used in a manner exceeding this, the applicable warranty period will be reduced in a pro-rata manner.

A word about color variations, fabrics and finishes:

The HON Company does not warrant the color-fastness or matching of colors, grains, or textures of covering materials.

Customer's Own Material (COM)

Not available on basyx by HON product.

TO THE EXTENT ALLOWED BY LAW, THE HON COMPANY MAKES NO OTHER WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE HON COMPANY WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.

Notice to purchasers for home or personal use:

Federal law does not permit the exclusion of certain implied warranties for consumer products. Therefore, if you are purchasing this product for home or personal use, the exclusion of implied warranties noted in the above paragraph does not apply to you. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

This warranty applies only to products sold within the United States of America and the Commonwealth of Canada.

To obtain service under this warranty:

Your basyx by HON Dealer is our mutual partner in supporting your warranty requests. By following the procedures outlined below, you can be assured of the best level of service. Please note: Consent of The HON Company must be obtained before any warranty work is performed. To obtain consent, please take the following steps:

1. Contact the Dealer from whom the product was purchased within 30 days of discovery of the defect. Be prepared to affirm that you are the original purchaser of the product and to provide the serial number(s) from the product in question.
2. Your Dealer will gather all pertinent information regarding the claim, inspect the product, and contact a HON Company customer service representative. (Please allow a reasonable amount of time for inspection and review.)
3. If The HON Company affirms that the product in question is eligible under the conditions of the warranty as stated above, the customer service representative or another representative of the Company will determine whether to provide replacement parts, authorize repairs, or replace the product.



Office & Education Furniture

GSA Contact GS-27F-0015S

Expiration: March 26, 2016

Tax ID 42-1491474

DUNS 147814735

Cage Code 15599

Showroom Locations

Muscatine, IA
200 Oak Street
Muscatine, IA 52761
Phone: 563-272-7100

Chicago, IL
222 Merchandise Mart
Ste. 1130
Chicago, IL 60654
Phone: 312-467-0725
Fax: 312-467-0732

Washington, DC
1101 Connecticut Ave., NW
Ste. 300
Washington, DC 20036
Phone: 202-223-1411
Fax: 202-223-5185

New York, NY
162 Fifth Avenue
5th Floor
New York, NY 10010
Phone: 212-242-8903
Fax: 212-242-8904



The HON Company
200 Oak Street
Muscatine, IA 52761
800-833-3964
hon.com

HON Government Customer Support

Phone 800-466-8694

Fax 800-833-3902

Email hongsateam@honcompany.com

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GSA Advantage is a registered mark with the U.S. Patent and Trademark Office.

ilira-stretch is a registered trademark of H.R. Rathgeber GmbH & Co. KG.

level is a registered trademark of BIFMA International.

Indoor Advantage is a trademark of Scientific Certifications Systems.



Federal Catalog
Express Items Included

Trendway

for Government



General Services Administration

GSA Contract: GS-28F-0003V

Contract Term: October 1, 2006 - October 6, 2018

Cage Code: 69600

Tax ID: 38-1864337

Duns: 04-368-3515

Trendway 
Veteran Owned Small Business

of creating modular interior spaces for over 70 years. VVC, including contract, small business, international, federal and s and manufacturing are all located in Holland, Michigan, USA.

- 100%** Holland, Michigan, USA
- Quality** Backed by comprehensive warranty
- Personal** Service from design through installation
- Design** Support and specification
- Skilled** Technical support
- ISO 9001-2008** Certified
- ANSI/BIFMA** The standard we test products to

not a machine

or zero waste to landfill — from 328 tons to zero in



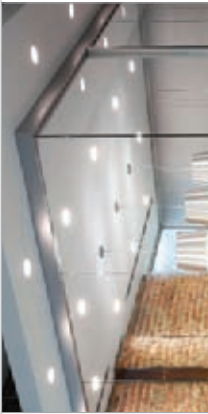
level® 1 certification for TrendWall, Choices®
standing, Trig® Desking, and Pack™ Desking

ance to SCS Indoor Advantage® or Indoor
.trendway.com/scs to view SCS Indoor Advantage®
s.

.EED credits, which contribute to LEED certification.

rving our community with a tradition of heartfelt
gel Tree to the American Cancer Society, Adopt a
eft, you'll see Trendway truly cares for the community

FSC Group 71: Part 1, Office Furniture
FSC Class: 7110
GSA Contract: GS-28F-0003V
Contract Term: October 1, 2006 - October 6, 2013
Business Size: Veteran Owned Small Business
Tax ID: 38-1864337
Cage Code: 69600
Duns: 04-368-3515
CEC Number: 04469361C
Contractor: Trendway Corporation
PO Box 9016
Holland, MI 49422-9016
Contract Administration: 616 399 3900
Order Placement Inquiry: 800 893 8115



modular pieces, collaborative team spaces, personal
u'll appreciate proven quality and high performance. The

Choices **Express** 7x7 Corner | \$2,296.13
4-Pack \$7,118.76

Part Number	Part Description	Qty	GSA Net
TA2448B.S	Fabric-Covered Acoustical Panel, 24W X 48H	2	\$ 282.56
TA4866B.S	Fabric-Covered Acoustical Panel, 48W X 66H	2	\$ 442.78
TA3666B.S	Fabric-Covered Acoustical Panel, 36W X 66H	2	\$ 398.84
CCND48B	90 Degree Cover, 48H	2	\$ 58.14
CCND66B	90 Degree Cover, 66H	1	\$ 38.19
CWS2436.S.GN	Cover Work Surface, Straight Front	1	\$ 148.38
No Grommet 24D X 36W			
RTWS2448.GN	Work Surface, Rectangular, No Grommets	2	\$ 179.82
24D X 48W			
WSBK	Choices Work Surface Support Bracket, Left Hand	1	\$ 4.06
WSBK	Choices Work Surface Support Bracket, Pair	2	\$ 15.54
WSSRS	Choices Work Surface Support Bracket, Right Hand	1	\$ 27.38
WSSL	Choices Work Top Support Shared, Left Hand	1	\$ 27.38
FSU48.FF	Flipper Door Storage Unit, 48W	2	\$ 350.16
PSP1212	Pack Worksurface Supporting Pedestal, 12/12	1	\$ 159.44
PSP6612	Pack Worksurface Supporting Pedestal, 6/6/12	1	\$ 163.46
Total			\$2,296.13



Laterals

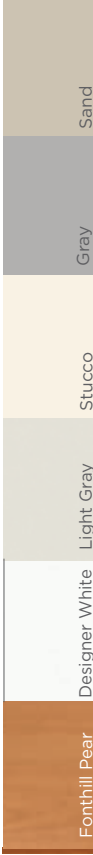


PSLAT236W
\$385.55

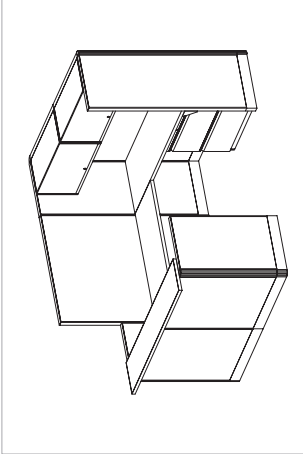


PSLAT336W
\$440.63

; six solids and eight patterns to select from.

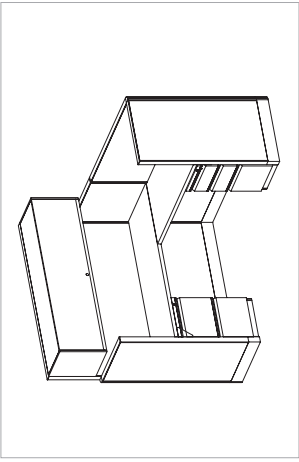


Choices **Express** 6x8 Reception
\$3,011.52 | 4-Pack \$9,935



TA2442B.S	RTWS2472.GN	WSBK
TA3642B.S	FSU36	PSP6612
TA4866B.S	SCC7214	PSLATWS230
TA2466B.S	WSSL	CCND42B
TA3666B.S	WSSRS	CCND66B
RTWS2472.GN	WSSRS	
RTWS2448.GN	WSBK	

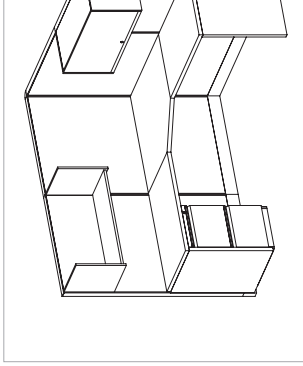
Choices 5x6 "Upmount"
\$1,608.64 | 4-Pack \$5,138.68



TA6066B.S	FSU60	PSP6612
TA2448B.S	RTWS2448.GN	CCND48B
TA4848B.S	WSSRS	WSSR
RTWS2460.GN	PSP1212	WSBK

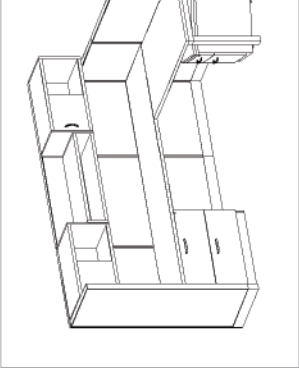
Not on Express

Choices **Express** 6x8 Short Height
\$1,711.55 | 4-Pack \$5,196.56



TA3662B.S	ENP2429	FSU36
CCND62B	WSSRS	WSBK
CWS2436.S.GN	WSSL	PSP1212
RTWS2436.GN	FES36	

Choices 6x8 Laminate Storage
\$2,635.23 | 4-Pack \$9,038.01



TA4848B.S	CCND66B	WSSRS
TA2448B.S	CCND48B	WSBK
TA3066B.S	ZFLAT230	LOCSHOC36.GI
TA3666B.S	ZFMP612W	LOCSFSS30.GN
TA2466B.S	ZFMPEDCTK	WSSL
RTWS2496.GN	TRGULEG30	TRGLCSPB1
RTWS3048.GN	WSSR	

TRIM COLORS



Employees ease and performance for today's work environment. Details like Slatwall Work like Markerboard Tiles and Top-Mounted, Dual-Sided Storage do strong, beautiful trim to crisp refined tiles, to efficient storage



Capture Set 1
\$4,377.28

C8FR2450.S.BB	CTCC30	CTT3644
CGSFR2416	CWSBR	CTT3044
C8FR3650.P2.CB	CWSBL	CTT3628
CGSFR3616	TRGWSRISER	CTT3616
C8FR3050P2.CB	CWSULS30	CTT3028
C8FR3050.S.BB	SIOSP	CTT308
CILC50	CRWS2466.GN	CTT3016
CPEC66	CPD151	CPDT308
CCC66	CM553	QBSQ
CLTFDSDRH30.LD	CDD2036.LD	
CLTFCSDLH30.LD	CRWS3060.GN	
CTC24	CTT2444	
CTC36		

Capture Set 2
\$4,355.46

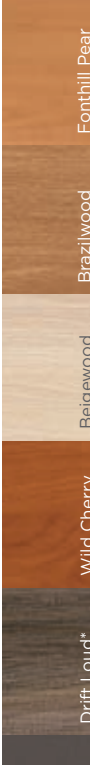
C8FR4850.S.BB	CTC36	CWSSL
CTT4828	C8FR2450.S.BB	PSMP612
CTT4844	CTT2444	SID100
CPDT488	CHTS248	CSWPT
CTT488	C8FR3650.S.BB	CSWPC
CLTHDSDRH48.LD	CTT3628	CSWPPRT
C8FR4850.S.BB	CTT3644	CSWCH
CTT4828	CMT3616	CCC50
CTT4844	CHTS368	CILC50
CSWT488	CRHRWS2496.GN	CFEC50
CTT488	CRWS2472.GN	CPPB24
CLTHDSDLH48	CWSEP24L	CPD151
C8FR2450.S.BB	CWSEP24R	CM553
CTT2444	CWSRS	
CTC24	PSLATWS236	
C8FR3650.S.BB	CWSBR	
CTT3644	CWSBL	

Capture not on Express

faces. See page 5 for laminate storage color options.



TRIM COLORS

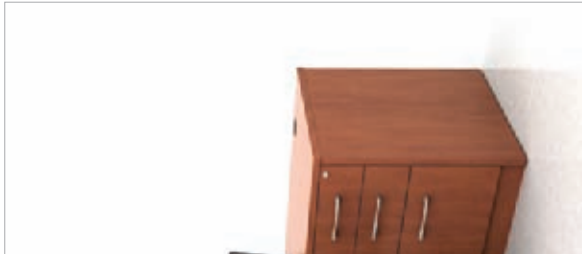


*Upcharge

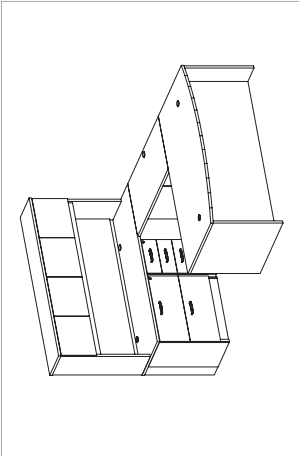
y. The Intrinsic family of freestanding furniture offers classic
ace design. Attractively priced, Intrinsic's simple, modular
izes make it easy to craft solid solutions for every function.
; suite, Intrinsic responds with ease.

Intrinsic Express 6x6 “L” | \$1,311.36

Part Number	Part Description	Qty	GSA Net
ZFRD3072.F	Rectangular Desk w/Full Modesty & Grommets, 30D X 72W	1	\$ 231.50
ZFSR2442.FEP	Return w/Full Modesty & Grommets, Full End Panel, 24D X 42W	1	\$ 176.64
ZFHD72.N.LD	Hutch w/ Laminated Non-Lock Doors, No Paper Management, 14D X 72W X 37H	1	\$ 361.56
ZFP6612	Laminated Modular Pedestal, 6/6/12	1	\$ 247.37
ZFP1212	Laminated Modular pedestal, 12/12	1	\$ 233.57
Z2F1B72	Tackboard 69-5/8W X 17H	1	\$ 60.72
Total			\$1,311.36

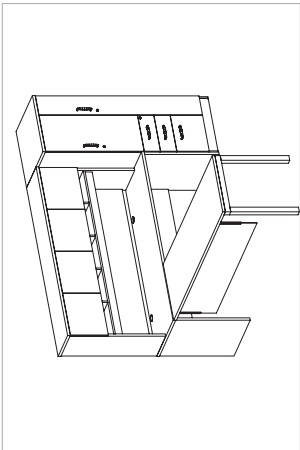


intrinsic **Express** Desk 9x6 U
\$1,514.57



ZFBD3672.F ZFP6612
ZFRD2472.F ZFHD72.N.LD
ZFSB2448.F
ZFLAT230

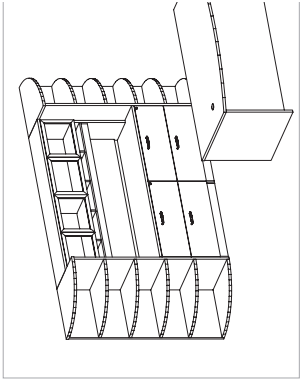
Intrinsic with Trig 8x8 | \$1,723.71



ZFRD2472.H
ZFHD72.PM.LD
ZFSWR6612
TRGRECS2472.GN
TRGULEG24
TRGMOD60
SICSP

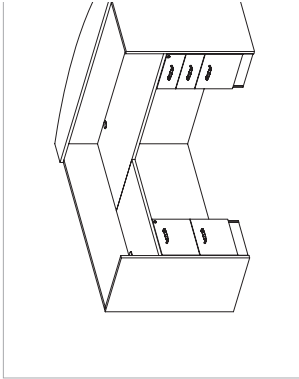
Not on Express

Intrinsic Upper Management | \$2,5



ZFBD3672.F
ZFHD72.PM.FD
ZFSCLAT
ZFBCC524

intrinsic **Express** Reception Station
\$962.22



ZFRSR7272
ZFP6612
ZFP1212

tions

AINS, 1 solid to select from.

TRIM COLORS



Black

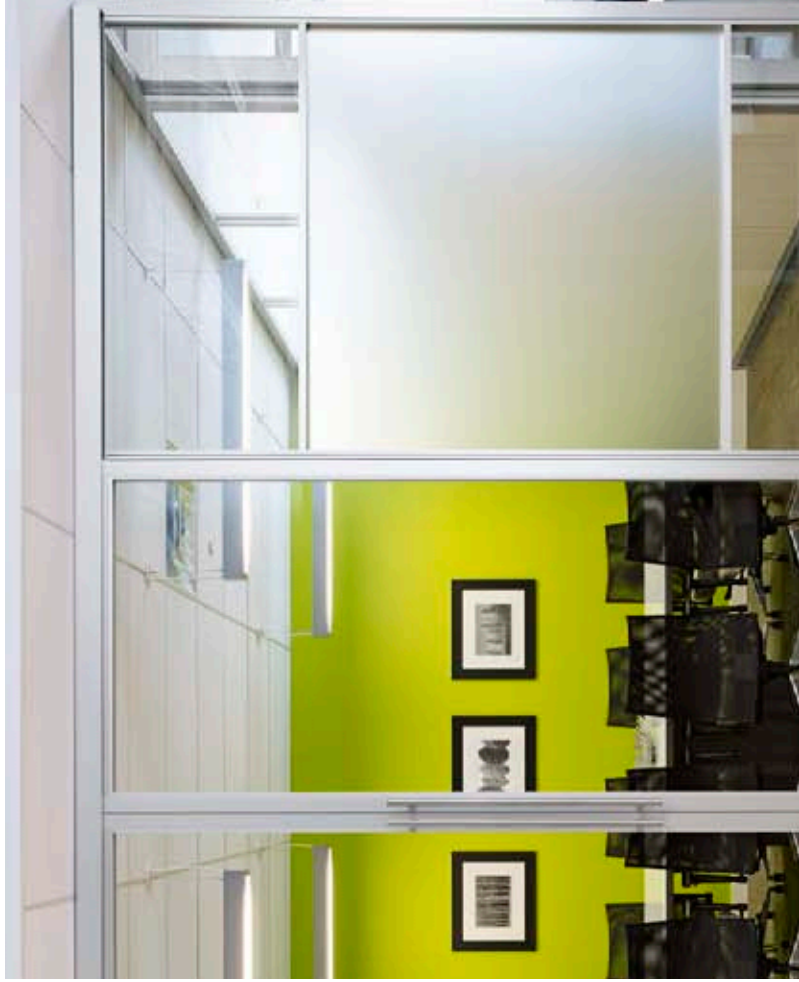


*Upcharge

ion

onments? Volo Walls, TrendWall, TrendWall Clear and TrendWall
ul and modular interior.

ange of privacy, possibilities and practicality. With a broad
ersonalize Volo to suit unique preferences. And its wide variety
ke it scalable for many budgets. While clean lines and friendly
nd reconfiguration that deliver even greater value.



TrendWall® Clear

TrendWall Clear is a sleek floor-to-ceiling movable wall solution that blends high-end aesthetics with high functionality. The system divides and defines space beautifully, with aluminum framing elements, architectural inspired doors and 1/2" tempered glazing. Ideal for storefronts, it's exceptionally easy to install and supports modular power and data, or can be hard-wired in the field.



TrendWall®

TrendWall Movable Wall offers you a proven, practical approach to space division. Its simple and fast installation practically eliminates construction waste and mess. The system can be rapidly reconfigured without demolition and with very little impact to floor or ceiling. It easily accommodates power and electrical distribution, too.





Snap Stool, Intermedi-ate Height with Simple Adjustable Mechanism, BP back style
27"W x 26"D x 41-49"H
SNP111.BPO
\$204.68



Jet Stacker, non-upholstered, armless, polypropylene
20"W x 23"D x 31.5"H
TW300
\$59.17
Jet Stack Cart (holds 40 chairs)
not on Express
TWSC
\$157.21



Jet Café Stool, non-upholstered, armless, polypropylene
20"W x 23"D x 43.5"H
TW500
\$94.60



Jet Task, with Simple Mechanism, non-upholstered, T-e polypropylene
26"W x 25"D x :
TW006.5
\$129.00

T51



Sketch Full Leather High Back, with Synchro-tilt Mechanism, polished aluminum loop arm and aluminum base
26"W x 26.5"D x 40-44"H
SR022D.8.A
\$419.68



T51 Executive, Black leather with Synchro-tilt Mechanism, adjustable T-arms
27.25"W x 26"-28.5"D x 41.75-45.75"H
SID225
\$451.671



T51 Task, upholstered seat and back with fixed arms
22.75"W x 26"D x 35"H
SID300
\$202.27



T51 Guest, upholstered seat and back with fixed arms
22.75"W x 26"D x 35"H
SID300
\$202.27



Mesh back with Synchro-tilt Mechanism, Fixed



Code Full Leather Task, with Synchro-tilt Mechanism



Live Stacker, with glides and arms



Live Stacker, with casters and arms



Live II Stacker, with glides and arms

Live™

Live™ II

y's family of Training Tables delivers serious performance
mart shapes and sizes let you create the configuration you
pport today's learning environments. Flip Tables glide into
storage when not in use.
people will love to learn in!



Public

Choose Feek for public seating areas.
It's comfortable, easy to clean and
maintain — plus it's highly durable,
meeting the industry standard for
heavy-duty usage.



autiful, inviting
ax. Sleek
social settings.
ie demands of
apes, sizes and
ie shared spaces
aking a break,



	Architectural Products	Seating
		<ul style="list-style-type: none"> •Pneumatic Cylinders •Mechanisms
	<ul style="list-style-type: none"> •System Textiles •Finishes 	
		<ul style="list-style-type: none"> •Trim •Foam •Upholstery •Arm Pads
	•Surface Trend Fabrics	
	<ul style="list-style-type: none"> •Non-Standard Product •TrendWall® Flooring Solutions 	<ul style="list-style-type: none"> •Non-Standard Product •Rexxi™ Chair
	•Customer's Own Material	•Customer's Own Material

ift office use, with the exception of seating. Seating is warranted for single-shift

oduct including exposure to unusual environmental conditions (extreme climates,

ts installed or reconfigured by a Trendway authorized installer. Trendway will repair,

a of charge, which, when used normally and pursuant to Trendway's published

ation, prove to be defective within the period stated. This remedy is expressly

erson is authorized to assume for Trendway any warranty liability, except as

writing by an authorized officer of the company at its headquarters in Holland,

ved by Trendway's Customer Care Manager in writing. Trendway will reimburse

or approved warranty labor during the first year of use.

from accident, alteration, transport, or misuse, as well as damage from normal wear

l improper maintenance. Trendway employs quality measures to ensure color

ffects of light and other environmental factors, no guarantee can be made for an

ood and leather are not considered defects, and Trendway does not warrant the

s of these materials.

ir products for quality and craftsmanship. Due to the natural properties of wood,

o light or aging

l solid wood pieces, or resulting from veneer lay-up

f character marks

quire products for personal, family, or household purposes, or to purchasers ac-

way Corporation, its authorized dealers, or others who are specifically authorized

ility with respect to its products shall not exceed that expressly set forth above

it be based, including negligence. Under no circumstances shall Trendway be liable

product label must be attached to the product in question.

d by the performance of a service under the terms of the warranty. There are no

re, either express or implied, including any warranty of design, merchantability or

of \$500,000 net will be negotiated

on a case-by-case basis.

711-93 Reconfiguration (\$40.00/hr.) up to \$500,000 net. Reconfiguration in excess of \$500,000 net will be negotiated on a case-by-case basis.

711-94 Design and Layout Services (\$50.00/hr.) up to \$500,000 net. Design in excess of \$500,000 net will be negotiated on a case-by-case basis.

711-95 Installation Services (\$50.00/hr.) up to \$500.00 net. Installation in excess of \$500.00 net will be negotiated on a case-by-case basis.

1b. Note:
Lowest price model for 711-1 is located on page 15, catalog number CRK. List price is \$4,00.

2. Maximum Order Level
\$500,000 Net per SIN Number. Orders above \$500,000 Net are subject to the schedule requote procedure, but it is not mandatory. Any orders of this size are negotiated between agency and Trendway.

3. Minimum Orders
\$100.00 list.

4. Geographic Coverage
All states and District of Columbia.

5. Point of Production
Holland, Michigan, Ottawa County.

6. Pricing
Prices shown herein are list.

7. Quantity Discounts (From List Price)
Quantity discount is determined after receipt of proper purchase order at Trendway's manufacturing address.

Purchase order required delivery date must reflect period of time from issuance to receipt of proper purchase order at Trendway's manufacturing address - Holland, MI.

Choices and Capture SIN's 711-1
30 days ARO
1 - 250,000 69.1%
250,001 - 500,000 72.1%
500,001 - 1,841,620 74.0%
Choices Express SIN's 711-1
10 days ARO (Shipped within 10 days)
1 - 150,000 66.2%

Intrinsic SIN's 711-1 and Trig SIN's 711-2
30 days ARO
1 - 250,000 65.5%
250,001 - 500,000 67.5%
500,001 - 1,602,564 69.2%
Intrinsic Express SIN's 711-2
10 days ARO (Shipped within 10 days)
1 - 150,000 65.6%

500,001-1,724,138
Accessories SIN's 711-1
30 days ARO
1 - 250,000
250,001 - 500,000
500,001 - 1,841,620
Express - 10 days ARO
(Shipped within 10 days)
1 - 150,000

8. Prompt Payment Terms -
Terms Apply to Product Only
2% 20 days, net 30 days. Project Manage reconfiguration, installation, design, and miscellaneous services at net 30 days.

9a. Government Commercial Credit Carc Applicable.

9b. Government Commercial Credit Carc
Discount. Not applicable.

10. Foreign Items None.

11a. Standard Delivery
Receipt of standard order 30 - 45 days.

11b. Expedited Delivery
Contact Customer Care if expedited deliv required.

11c. Overnight and 2-day Delivery
The Schedule Customer may contact Tre Customer Care for overnight and 2-day c charges on existing orders.

Freight will be billed at actual cost.

11d. Urgent Requirements
When the Federal Supply Schedule contr delivery period does not meet the bona f urgent delivery requirements of an order agency, agencies are encouraged, if time to contact the Contractor for the purpos obtaining accelerated delivery. The Conti shall reply to the inquiry within 3 workda receipt. (Telephonic replies shall be confi the Contractor in writing.) If the Contract an accelerated delivery time acceptable t ordering agency, any order(s) placed pur the agreed upon accelerated delivery tirr shall be delivered within this shorter deliv in accordance with all other terms and cc of the contract.

12. F.O.B.
Destination - Within 48 contiguous states and District of Columbia.

13. Ordering Address
Trendway Corporation
P.O. Box 9016
Holland, MI 49422-9016
or



Trendway Corporation
13467 Quincy Street, P.O. Box
Holland, MI 49422-9016
Phone 1-800-893-8115 Fax 1-800-893-8116
CREDIT CARD VERIFICATION / AUTHORIZATION

Company / Agency: _____ D

Card#: _____ - _____ - _____ - _____ Expiration

Print Name: _____ Phone #: _____

Signature: _____ EMAIL

Purchase Amount * : _____ Convenience

BILL IMMEDIATELY ☐ GSA CO

***A 3% Convenience Fee will be applied to all Non-Governmental Cards**

Purchase order / Contract #: _____ Card Type: _____
(if applicable)

Cardholder Billing Address: _____

City _____

State _____ Zip _____

Shipping Address: _____

City _____ State _____ Zip _____

Special Instructions: _____

Your credit card will be charged upon order shipment unless otherwise noted in "Special Instructions". Terms not to exceed net 30 days from invoiced date. Signed authorization for purchases made with Trendway Corporation. Order cancellation is subject to Trendway's approval and/or re-stocking fee per Trendway's policy. No changes to the order allowed after card is charged without proper and written approval. Form of payment accepted at no additional cost to the customer: Check, EFT, ACH, Wire, the card holder hereby agrees to pay the convenience fee of 3% on total charges.

Trendway Corporation hereby acknowledges that the signature above denotes authorization.

6. You will be notified within five working days by Trendway, whether your COM has been approved or disapproved for application.

TEST YARDAGE REQUIREMENTS
Seating 1/2 yard

NOTE: Most fabric houses have a one-yard minimum or an upcharge on less than one-yard cuts.

NOTE: All COM applications are priced at Grade 1 or Grade A.

If Buyer desires to use his own material in the production of Trendway's products, it is necessary to obtain the prior written consent of Trendway. Material provided by the Buyer shall be shipped to seller, freight prepaid, and all risk of loss or damage shall remain with Buyer. Buyer must assume responsibility for any spoilage that takes place in the course of processing or during transportation. Buyer hereby holds Trendway harmless against any and all claims for loss, liability, injury, or damage arising from use of customer material; and Buyer takes full responsibility for performance and quality of customer material. Buyer should also be aware that Buyer-furnished materials may not qualify for UL Listing or meet fire codes.

11. Damaged Materials

Trendway Corporation is not responsible for shipped products when the common carrier is in receipt of the material. Trendway expects all customers to thoroughly inspect orders on receipt regardless of point of delivery. Clear receipt should not be given on the material until it has been checked for damage in transit. All claims for noted damaged material must be made by the customer to Trendway Customer Care.

Concealed damage or damage not noted at time of delivery shall be made by the customer to the common carrier within 15 days after receipt. Trendway assumes no liability for such damages.

12. Special Marking or Tagging

Special tagging is available on all orders free of charge. Trendway suggests this option to simplify the staging and installation of product. Tag designations must be specified at the time an order is placed.

13. Key-Alike Option

The key-alike option is available on all orders. To order key-alike items within a workstation, follow these steps:

- Fill out a key-alike form and submit it with your purchase order. If key-alike orders are placed with your PO or within 30 days of receipt of your order, they will be sent at no charge.
- After 30 days of your PO regardless of your installation date, the cost of key-alike requests will be \$3.99 net per core and key, if the quantity exceeds 10.

ation of Trendway's product to Buyer's use, compliance with Trendway installation and maintenance instructions and reasonable load limitations. Compliance to local code restrictions including fire, electrical and building codes is responsibility of the customer or his authorized agent.

14. Delivery Assistance

ation and servicing of Trendway products normally handled directly by Trendway authorized dealers. When this is not possible, assistance is available by calling Trendway's Customer Care Department, Holland, Michigan.

15. Return Policy

Basic policy, Trendway does not accept returned material because most items are custom ordered and are not in stock at the time of purchase. If material is authorized for return, it must be in original condition. Any other goods for which a return will be sent will be subject to a restocking charge of 20-25% will be received. To receive authorization to return goods, contact Trendway's Customer Care Department.

Returned Goods Authorizations expire thirty days from date of issue. Any product returned after 30 days will be refused and returned to sender collect.

Components, non-standard items, accessories, and fabric-covered goods will not be returned. Replacement products will be issued to you with credit being issued upon receipt of the product in good condition. All goods returned must be in the original Trendway packaging and must be inspected for damage upon receipt. No credit will be issued for goods which are damaged. As a general statement of policy, authorization will not be issued for items which are Trendway stock items.

16. Customer's Own Material (COM)

The Trendway COM program allows customers to use their own materials. By complying with the COM program for manufacturability procedure in the following, Trendway will be able to identify if material is appropriate for application to the product you specify. To comply with the COM process, please follow these steps:

- Obtain the COM fabric.
- Check first with www.trendway.com for material already passed testing for manufacturability on the intended product.
- If material is pre-approved in the COM program, customer must submit COM Guideline Form (available on www.trendway.com or from a Trendway Customer Care Representative).
- If material requested is not in the COM program, customer must submit a COM Request



CORPORATE | Holland, Michigan | 800.968.5344 | Trendway.com

ATLANTA | CHICAGO | DALLAS | INDIANAPOLIS | LOS ANGELES | WASHINGTON, DC

PRODUCT PRICING

ALL PRICES LISTED IN KI PRICE LISTS ARE FREIGHT EXCLUDED OR DELIVERED PRICING.

KI price lists and any prices contained therein are subject to change without notice. Prices applicable to all Customer orders shall be those in effect at the time KI receives a complete order from Customer unless: Customer and KI have in place a written special pricing or master supply agreement, which agreement specifies the prices to be paid by Customer; or Customer requests a product shipping date to occur more than one hundred twenty (120) days after KI's receipt of Customer's order (in which case KI shall have the option to apply to Customer's order the price list in effect as of Customer's requested shipping date). The most current KI price lists are maintained electronically and can be found at www.ki.com/pricelists

Any discounts are ineffective if, as a result of the discounts, the final selling price of any product offered in a KI quote would be lower than the corresponding price for that product under KI's multiple award schedule contracts with the United States General Services Administration (GSA). If the final selling price for any KI product in a quote would be below KI's price to GSA, KI will offer that product at the same price that KI offers to GSA. No other terms or conditions of KI's GSA contracts would apply to such sales.

FREIGHT AND DELIVERY

Freight Terms

KI reserves the right to select the "best way" shipment methods and means (including, but not limited to, determination of the carrier, method of shipment, and routing). Standard delivery shall be dock-to-dock delivery and shall occur Monday through Friday, 7:00 a.m. to 3:00 p.m. for truckload or 9:00a.m. to 5:00 p.m. for less than truckload or parcel. Products quoted as "Delivered Pricing" shall be "F.O.B. Origin," and freight charges are based on shipments to the 48 U.S. contiguous states. For shipments destined to other U.S. states or foreign territories, delivery will be made to a prearranged port. Customer shall prepay all freight charges and any extra expenses resulting from any request by Customer for after-hours, holiday, weekend, or specific time delivery, or special carrier, shipping method, (e.g. air freight, exclusive use vehicle) packaging, and/or routing. Contact KI for quote.

Requests for Specific Delivery Time(s)

KI considers requests for delivery times and for drop shipments to job sites, and will undertake reasonable efforts to indicate any such request(s) to product carriers. KI may, in its sole discretion, extend to Customer the option of a carrier-guaranteed set delivery time at an additional cost to Customer. KI's liability for any damages incurred for any late deliveries, including labor and other expenses resulting from any such delays, shall be limited to a refund of the charge for the aforementioned guaranteed set delivery time.

Accessorial Fees

Customer shall be responsible for the payment of all accessorial fees, including, but not limited to, charges necessitated by any of the following:

1. A need for special delivery equipment, including lift gates
2. Inside delivery
3. The absence of a loading dock
4. Redirection or re-consignment of product
5. Detention charges
6. Street unloads
7. Improper refusal of product

Storage of Product

If, following KI's acknowledgement of Customer's purchase order, Customer requests a delay in shipment for any period greater than one (1) day from the scheduled ship date, Customer shall be responsible for the payment of the following storage fees:

1. Orders less than a full trailer (11 pallets or 24 feet or less): \$5.00 per day per pallet.
2. Full trailer: \$60.00 per day per trailer.

Any long-term storage (i.e. storage outside standard shipping and installation storage) must be climate controlled. Temperature must range between 60 and 80 degrees Fahrenheit and humidity must be controlled between 45 and 65 percent relative humidity.

Split Deliveries

Orders can be split shipped (including C.O.M. as it arrives) only with faxed or written authorization.

Re-delivery of Freight

When re-delivery of merchandise is required because the customer is not ready to accept merchandise, and no notification of this fact is given to the factory at least one week prior to the scheduled ship date, the actual costs for freight, restocking and re-handling, plus 5% of the order value, will be billed to the customer. CAUTION: After obtaining a clear receipt for shipment, the delivering carrier is no longer responsible for damage or shortages.

PAYMENT TERMS

Net Thirty Days

Payment on all KI invoices shall be made in U.S. dollars within thirty (30) days of the date of each such invoice and without offset, back charges, retention, or withholding of any kind. Unpaid and delinquent invoices shall accrue interest at the rate of one and one-half percent (1.5%) per month, or the highest rate permitted by law, whichever is less.

Leasing Provisions

KI offers a lease finance option. The first and last monthly payments are required at the time of signing. Lease quotations subject to National Cooperative Leasing credit approval. Rates are based upon current market and subject to change without notice. Contact KI for a quote.

Custom Deposits

Customer may be required to pay a deposit for the purchase of any custom or nonstandard products identified in Customer's purchase order. Any such deposit shall accompany Customer's purchase order.

New Accounts

New accounts require the approval of a KI sales representative, credit references, and a valid tax-exempt or resale certificate (where applicable).

Security Interest in Products

KI shall retain a purchase money security interest in all products sold to Customer and for which Customer has not made full payment. Customer agrees to execute any and all instruments necessary to document the creation of this security interest and/or to perfect the same. Customer further agrees to assemble and deliver to KI all products subject to this security interest in the event Customer defaults on Customer's payment obligations to KI.

Collection Costs

In the event Customer defaults on Customer's payment obligations to KI, and KI employs the

services of an attorney or collection agency to enforce these obligations, Customer shall reimburse KI for all of KI's actual collection costs and expenses (including actual attorneys' fees and court costs) upon demand.

ORDER PROCESS

Requirements of a Valid and Complete Purchase Order

In order to submit a valid and complete purchase order to KI, Customer must provide KI with the following information.

1. If you are purchasing directly from KI the purchase order must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet will NOT be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI.

Acknowledgements

KI sends acknowledgements on all orders. Please read these acknowledgements and contact KI immediately if there is any discrepancy. In the event of any difference or inconsistency between KI's acknowledgement and Customer's purchase order, KI's acknowledgement will control. In the event the model number and description differ on the purchase order, the model number will be the determining factor. Any error or discrepancy on acknowledgement must be reported to KI in writing within three (3) working days of acknowledgement date. All acknowledgements contain an estimated delivery date, but an order may ship earlier than

the estimated shipping date. If Customer desires delivery on or after a specified date, Customer must write "Do not ship for arrival before ____ [date] ____" on Customer's purchase order.

Fax or Email Orders

Orders may be sent to KI via facsimile (1-800-405-2264) or via email (order.entry@ki.com) SIF Files: If you have a fully optioned SIF file, submit one email containing the purchase order, fully optioned SIF file and any supporting quotes. If, following submission of an order to KI, Customer sends a confirming order, such confirming order must be marked "Confirming Order. Original order sent via fax (or email)." KI will not be responsible for any duplicate orders caused by unmarked hard copy, duplicative confirming orders, or orders submitted more than once.

Changes or Cancellations of Orders

Purchase orders acknowledged by KI cannot be changed or cancelled without KI's consent, which consent may be conditioned upon Customer's agreement to pay increased or additional expenses resulting from the requested change or cancellation, including but not limited to a twenty-five percent (25%) cancellation charge if order is cancelled or changed within a minimum of twenty (20) days prior to expected delivery date as acknowledged. Products with custom options or veneer tops cannot be cancelled or returned.

Quick Ship Program

Quick Ship Program (QSP) leadtimes begin upon receipt of clearly marked and complete purchase order and approval by KI credit department. The QSP purchase order must be accompanied by the QSP purchase order cover sheet. Orders will only be processed as Quick Ship if all items on the order are included in the Quick Ship program. Quick Ship orders cannot be revised, cancelled, or returned. It is KI's intention to ship all QSP products within a period of 10 working days or less. Based on production capacity, KI reserves the right to cancel the Quick Ship Program without notice.





C.O.M. FABRIC REQUIREMENTS

Fabrics to be supplied by Customer must be approved by KI for upholstery-ability and flammability prior to acceptance of Customer's purchase order. Customer shall submit to KI a one (1)-foot square sample swatch with Customer's purchase order. Following KI's approval of Customer's fabric, Customer must contact KI for exact production yardage requirements (1-800-454-9796, ext. 2707). Thereafter, Customer shall ship its fabric to the appropriate manufacturing facilities below. When supplying Customer's own materials, it is the responsibility of the Customer to ship the materials to the correct KI manufacturing facility (as stated on the product pricing pages of KI price lists or on ki.com). Failure to ship the materials to the correct KI manufacturing facility will result in additional charges to the Customer for re-delivery of Customer's own materials to the correct KI manufacturing facility.

For products shipped from Green Bay, WI facility, ship material to:
KI Green Bay
Attn: C.O.M. Storage
1687 Westminster Drive - Gate 3
Green Bay, WI 54302

For products shipped from Manitowoc, WI facility, ship material to:
KI Manitowoc
Attn: C.O.M. Storage
1400 S. 41st St.
Manitowoc, WI 54220

For products shipped from Pembroke, Ontario facility, ship material to:
KI Pembroke
Attn: C.O.M. Storage
Pembroke, Ontario K8A6X7

For products shipped from Bonduel, WI facility, ship material to:
KI Bonduel
Attn: C.O.M. Storage
204 West South St.
Bonduel, WI 54107

For products shipped from Tupelo, MS facility, ship material to:
KI Tupelo
Attn: C.O.M. Storage
2112 South Green St.
Tupelo, MS 38804

For products shipped from High Point, NC facility, ship material to:
KI-HN
Attn: C.O.M. Storage
217 Feld Avenue
High Point, NC 27263

For products shipped from Ontario, CA facility, ship material to:
KI
Impress/Kismet
1110 S. Mildred Ave.
Ontario, CA 91761

TITLE, RISK OF LOSS, AND DAMAGE OR SHORTAGE CLAIMS

Title and Risk of Loss

Title to product shall pass to Customer upon delivery by KI to the carrier. For purposes of risk of loss, all shipments are "F.O.B. Origin"; and Customer acknowledges that, once KI delivers the product to the carrier, risk of loss shall pass to Customer. If you receive product that is freight damaged, the following steps must be taken:

1. Before signing for the merchandise, make careful notation of all damages on the bill of lading or delivery receipt.
2. Immediately file a claim with the delivery carrier. Request an inspection by the carrier agent.
3. The claim must be filed within fifteen (15) days of receipt of goods.
4. Retain all shipping cartons for inspection by the carrier agent. For concealed damages follow steps 2 through 4.

Shipment Damage Claims

All products are packaged to comply with carrier requirements and leave KI's manufacturing facilities in good condition. Customer shall be responsible to carefully inspect all product upon delivery and before acceptance. Any damage discovered upon delivery must be noted on the bill of lading. Notification of damage discovered after delivery must be given to the carrier within fifteen (15) days immediately following delivery, and all damaged product must be kept at the point of delivery in its original packaging. KI shall not be liable for loss or damage to product that occurs in transit, and Customer's sole remedy for any such damages shall be to seek appropriate recourse against the carrier.

Shortage Claims

Customer must report shortage claims to KI within ten (10) days immediately following delivery. Shortage claims reported after ten (10) days after delivery will not be honored.

Returns

Product conforming to the specifications contained in KI's acknowledgement to Customer may not be returned to KI without KI's written consent, which consent may be conditioned upon Customer's agreement to pay re-handling and/or restocking charges and/or to prepay all freight charges on the return shipment.

CODE & FLAMMABILITY STANDARDS COMPLIANCE

Seating

1. California Technical Bulletin 117. All seating products manufactured by KI meet or exceed the standards set forth in California Technical Bulletin 117 and are labeled accordingly.
2. California Technical Bulletin 133. KI offers numerous products that can be manufactured to meet the flammability requirements set forth in California Technical Bulletin 133. For products to meet the requirements of the open-flame test, changes in materials are made. Restrictions are placed on fabric selections and product type. When ordering product to comply with California Technical Bulletin 133, the "FR" option must be selected in the model number string. Please see individual sections in the price list for additional cost and leadtimes, which vary between products.

Panels

ASTM E84 (equivalent to UL 723 and National Fire Protection Association NFPA 255) is the test method used to determine the Flame Spread and Smoke Developed Indices of the system, consisting of the core substrate, fabric covering, and adhesive. NFPA 101, for Life Safety Code, defines acceptable Flame Spread and Smoke Developed Indices that have been adopted by the federal and many state or local governments as law in the form of building codes and regulations. Panel cores have been judged acceptable for the use with UL Recognized Component Office Panel Fabrics. Contact KI for the current list of fabrics that are acceptable for use.

Style and Fabric Availability

Many styles can be manufactured to comply with TB133, depending on the fabric content of a selected upholstery textile. When considering C.O.M. fabrics, submit the material attached to its composition description card to KI for approval. *Certain C.O.M. materials may require a sample burn test for certification. A sample product will be built with C.O.M. material and tested. The cost of testing must be added to the cost of a test sample including appropriate upcharges to receive certification.

Pricing

TB133 requires special construction procedures, and an upcharge applies to each product ordered as such.

General Information

Specifications, test procedures and requirements pertaining to flammability regulations can change. KI will make every effort to keep our information and services pertaining to flame specifications up-to-date. However, we reserve the right to alter the products, fabrics/leathers, or upcharges associated with any of the above or any other flame specifications.

MISCELLANEOUS Weights and Dimensions

All weights and dimensions listed in KI's price or product listings are approximate.

Statute of Limitations

Except as specifically set forth in these Terms, Conditions, Rights and Warranties, no claim arising out of or in connection with products purchased from KI, these Terms, Conditions, Rights and Warranties or any product warranty applicable to any KI product may be brought by Customer more than one (1) year after the cause of action on which it is based has accrued.

Jurisdiction and Venue

The interpretation and application of these Terms, Conditions, Rights and Warranties and any product warranties applicable to products purchased by Customer from KI shall be governed in all respects by the laws of the State of Wisconsin, U.S.A., without reference to the rules of any jurisdiction concerning conflicts of laws or the provisions of the United Nations Convention on Contracts for the International Sale of Goods. Customer agrees that all disputes arising from the interpretation or application of these Terms, Conditions, Rights and Warranties or any product warranty shall be subject to the exclusive jurisdiction of and venue in the federal and state courts located in Green Bay, Wisconsin, or within Brown County, Wisconsin, U.S.A.; and Customer hereby consents to the personal and exclusive jurisdiction and venue of these courts.

Notification to KI

Except as set forth elsewhere in these Terms, Conditions, Rights and Warranties, all inquiries and correspondence to KI should be directed to:

KI
1330 Bellevue Street
P.O. Box 8100
Green Bay, WI 54308-8100
Phone: 1-800-424-2432

Force Majeure

KI shall not be liable for failure to perform or for delay in performance due to fire, flood, strike, or any other labor difficulty, act of God, act of any governmental authority or of Customer, riot, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or manufacturing facilities from usual sources, or failure of suppliers to meet their contractual obligations, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, KI reserves the right to extend the date of delivery or time for completion by a period of time reasonably necessary to overcome the effect of such delay, to allocate any available supply of goods in a manner it deems reasonable, or to cancel any purchase order.

Product Warranties

These Terms, Conditions, Rights and Warranties may change from time to time. Purchases of products from KI shall be subject to KI's then current Terms, Conditions, Rights and Warranties which can be found at: www.ki.com/terms



RIGHTS AND WARRANTIES

The following KI product warranty applies to products manufactured after May 31, 1997 and manufactured and/or distributed from a manufacturing site in North America (U.S., Canada, Mexico.) This warranty is given to the initial purchaser and is valid for as long as the initial purchaser owns the product. The warranty, which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the products during the warranty period. If a product is defective, and if written notice of the defect is given to KI within the applicable warranty period, KI at its option will either repair or replace the defective product with a comparable component or product, or provide a refund of the purchase price. KI reserves the right to determine labor method used during replacement of product. The Lifetime Warranty applies regardless of the number of shifts the product is used each day, unless specified as an exception. All non-lifetime product warranties are a single 8 hour shift per day unless otherwise noted. KI products are not intended or warranted for outdoor use unless specifically stated for outdoor use (e.g. site furnishings in miscellaneous).

This warranty does not apply to damage caused by carrier, alterations to product not expressly authorized by KI, nor to products considered to be of a consumable nature such as bulbs, light ballasts, and surge suppression products. It also does not apply to "Customer's Own Material" (i.e., material supplied by the Customer that is not a standard KI product offering) used in the manufacture of KI products. KI does not warranty the matching of color, grain or texture, except to within commercially acceptable standards. A product will not be considered defective, and KI will not be obligated to replace it, if the product is subject to any of KI's written planning, installation or user guides, and is not installed or used as recommended therein.

Modification to U.L. Listed products eliminates the listing.

EXCEPT AS STATED ABOVE, KI MAKES NO EXPRESS OR IMPLIED WARRANTIES AS TO ANY PRODUCT AND IN PARTICULAR MAKES NO WARRANTY OF FITNESS FOR ANY PARTICULAR USE. AT KI'S OPTION, PRODUCT REPAIR, REPLACEMENT, OR REFUND OF PURCHASE PRICE IS THE CUSTOMER'S EXCLUSIVE REMEDY FOR ANY AND ALL PRODUCT DEFECTS.

KI will not be liable for consequential, economic, or incidental damages arising from any product defect. International Warranties may differ.

PRODUCT LINE

WARRANTY

Architectural Walls ***Validate high wear parts listed in miscellaneous section below.

- Genius Wall and Lightline including wood door leaves (exceptions include wood veneer wrapped parts, wall coverings, and mechanical parts such as door hardware, sliding door mechanisms, and brackets used to hang or accommodate non-KI product) 10 Years
- Genius Wall - wood veneer wrapped parts, wood veneer panel faces/shells 5 Years
- Genius Wall - wall coverings 1 Year
- Third Party Supplied Product (such as door hardware, film, and sliding door mechanisms) Supplier Warranty
- Genius and Lightline Non-Obsolescence - components and parts, with the exception of third party supplied product (such as wall coverings, glass, and door hardware) are guaranteed to be compatible and available for purchase for ten years from the date of the original order 10 Years

Classroom Furniture ***Validate high wear parts listed in miscellaneous section below.

- 360 Degree, Intellect, Intellect Wave, Ivy League, Learn2 (except lift lid and worksurface supports) 15 Years
- Learn2 worksurface support and mechanisms 12 years
- Intellect Activity Tables 10 years
- Dorsal 1090, Dorsal Student Desk 10 Years
- Ivy League lift lid supports 5 Years

Casegoods ***Validate high wear parts listed in miscellaneous section below.

- Casegoods - Aristotle, Dante, Darwin, DaVinci, and Delsanti (structural integrity only) Lifetime
- Casegoods - Dante Membrane Press Top 5 Years

Desking (also see Tables) ***Validate high wear parts listed in miscellaneous section below.

- True, WorkZone, and 700 Series Desk Lifetime
- Adjustable WorkZone and Genesis 10 Years

PRODUCT LINE

WARRANTY

Files & Storage ***Validate high wear parts listed in miscellaneous section below.

- 700 Series, All Terrain Storage, Connection Zone storage, Essex, E-Series, Pivotfile (except drawer/door slides), U-Series Lifetime
- Files & Storage - drawer/door slides 10 Years
- Connection Zone storage and U-Series moving/wearing parts 5 Years

Fixed Seating ***Validate high wear parts listed in miscellaneous section below.

- Auditorium Seating - Aria, Concerto, and Lancaster (except tablet arms) 10 Years
- Auditorium Seating - tablet arms 5 Years
- Wharton Lectern 10 Years
- Fixed Seating - Jury Base, Single Pedestal, Sequence, Seminar, and University (except spring & bushings) 10 Years
- Fixed Seating - Jury Base slide mechanism 5 Years
- Fixed Seating - springs and bushings 1 Year
- Spectator Seating - Hi5 beams and uprights 10 Years
- Spectator Seating - Hi5 plastic components 5 Years

Residence Hall Furniture ***Validate high wear parts listed in miscellaneous section below.

- Residence Hall - RoomScape, Madison and Trendmaster 15 Years
- Residence Hall - Sustain 10 Years
- Residence Hall - RoomScape mattresses 5 years

Library Furniture ***Validate high wear parts listed in miscellaneous section below.

- Library Furniture - Crossroads 15 Years
- Library Furniture - Archive 10 Years

Panel Systems ***Validate high wear parts listed in miscellaneous section below.

- All Terrain, Flexible WorkSpace, Prosper, System 3000, Unite and Wireworks (except Balance Overheads and Electrical Products) Lifetime
- Balance Overheads and electrical products 10 Years
- Prosper electrical components 10 Years
- Prosper moving/ high-wear parts 5 Years

■ Terms Conditions Rights and Warranties

Updated November 6, 2014



Furnishing Knowledge®

PRODUCT LINE

WARRANTY

Seating **Validate high wear parts listed in miscellaneous section below.

Note: Refer to ki.com/pricelists for specific product names.

• Multiple Seating	Lifetime
• Healthcare Seating including LaResta Daybed	Lifetime
• Healthcare - Daybed, Sleep Chair, Warren Chair, Rose, and Companion Seating	10 Years
• Lounge Seating	Lifetime
• Guest Seating	Lifetime
• Professional Seating, Benches	Lifetime
• Stack/Nesting (including tablet arms)	10 Years
• Task/Desk (except Engage 24/7, Heroic, and Pilot)	10 Years
• Task/Desk - Altus Mesh/Fabric, Engage 24/7, Heroic and Pilot Seating	10 Years - 24 hour use
• Public Seating (including tandem seating)	10 Years
• Public Seating - GateOne	10 Years - 24 hour use
• Medical and Laboratory Stools, Chair Dollies	10 Years
• Folding Chairs and Stools	5 Years
• Fabricated metal frames, controls, columns, casters, exposed wood framed chairs	5 Years
• Sleeper mechanical controls, recliner mechanical controls, glider mechanical controls	3 Years
• Chair Casters and Storage Casters	5 Years

Tables (also see Desking) **Validate high wear parts listed in miscellaneous section below.

• Athens, Barron, DataLink MP, Enlite, Hurry Up!, Inquire, Junior, Pirouette, Portico, Serenade, Synthesis, Toggle, Trek, Venue, WorkUp	10 Years
• Powered Tables - Connection Zone benching, DataLink, Flat Screen Garage (except electrical components), InTandem, PowerComm, Smart Lift (except pneumatic cylinder)	Lifetime
• Powered Tables - Backbone and electrical components	10 Years
• Powered Tables - electrical components and pneumatic cylinders - Flat Screen Garage, Genesis, Smart Lift, Toggle, WorkUp	5 Years
• Occasional Tables (except wood framed tables)	Lifetime
• Occasional Tables with wood frames	5 Years
• Tops with Resin Edge, ValueLite, DuraLite	10 Years
• Folding Tables and Accessories, Activity Tables, Table Caddies	5 Years
• Table Casters and Storage Casters	5 Years
• CaféWay Tables - frames, tops, benches, stools	15 Years
• Uniframe Table Tops with Perfect Edge only (excludes frame)	Lifetime
• Uniframe Tables - frames, tops with bullnose or PVC edge, and convertible benches (shipped on or after 12/27/12)	15 Years
• Uniframe Tables - frames, tops with bullnose or PVC edge, and convertible benches (shipped before 12/27/12)	10 Years
• Uniframe Tables - cylinders	5 years

Blu Sky Collection **Validate high wear parts listed in miscellaneous section below.

• Boss Design (20 Series Table, 200 Series Chairs and Tables, 400 Series Lounge Seating, 600 Series Chairs, 6100 Series Chairs, 6200 Series Chairs, Kurv Benches)	Lifetime
• Gispen Product (Berlage, Bronto, Centraal Museum, Jovi, Mondial)	3 Years
• Exude (by Viasit)	10 Years
• Itoki DD and Itoki DP	10 Years
• Jubi	10 Years
• Novite	3 Years

Miscellaneous **Validate high wear parts listed below.

• Gadgetz Desktop Accessories	15 Years
• Innovative LCD Pneumatic Monitor Arms	10 Years
• Foam - Seating (Public, Stack/Nesting, Task/Desk, Folding Chairs and Stools) and Healthcare	10 Years
• Foam - Seating (Multiple/Healthcare, Lounge, Guest, Professional, and Benches)	5 Years
• Mesh - as used with mesh seating except for DuraMesh	10 Years
• Mesh - as used on DuraMesh	5 Years
• PowerUp Modules and Qi Wireless Power Grommets	10 Years
• Pneumatic cylinders (seating and Smart Lift table only)	10 Years
• Site Furnishings - Indoor Products	10 Years
• Site Furnishings - Outdoor Products	3 Years

• **High wear parts such as wood veneers, KI Ingrade fabrics and leathers, KOM, other covering material/finishes, laminate or glass top surfaces, wood veneers, glides, springs, bushings, user-adjustable height worksurface mechanisms, sleeper mattresses	1 Year
• Third Party Supplied Product	Supplier Warranty
• Non-standard Product that does not alter function, but only finish (i.e., paint color, laminate, plastic color, grommet removal)	Standard Product Listed Above
• Non-standard Product that does alter function	1 Year

GSA Multiple Award Schedule

Terms & Conditions

1a Special Item Numbers (SIN)

NAICS 337211 Wood Office Furniture Manufacturing— This U.S. industry comprises establishments primarily engaged in manufacturing wood office-type furniture. The furniture may be made on a stock or custom basis and may be assembled or unassembled (i.e., knockdown).

NAICS 337214 Office Furniture (except Wood) Manufacturing—

This U.S. industry comprises establishments primarily engaged in manufacturing non-wood office-type furniture. The furniture may be made on a stock or custom basis and may be assembled or unassembled (i.e., knockdown).

SIN

711-1	Packaged Office
711-1	Furniture Systems and Workstation Clusters
711-2	Worksurfaces, Workstations, Computer Furniture and Accessories
711-3	Filing & Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks and Accessories
711-8	Executive Wood Office Furniture
711-9	Executive Conference Room Furniture, Coordinated Tables, Case Pieces and Accessories
711-11	Table & Accessories
711-16	Upholstered Seating
711-17	Multiple Seating
711-18	Multi-Purpose Seating
711-19	Stacking Chairs, Folding Chairs and Dollies or Trucks designed to support Stacking Chairs
711-91	Project Management (Furniture Related)
711-93	Reconfiguration Services and Relocation Services for Systems Furniture
711-94	Design/Layout Services
711-95	Installation Services
711-96	Leased Furniture
711-99	Introduction of New Product and Services

►See pricing pages in the price list for applicable SIN for individual products.

1b Lowest Price Model (Net)

SIN	Model	(NET) Unit Price
711-1	KSCD1CK	\$2.14
711-2	ACAWBP1	\$4.00
711-3	LFFLABELHOLDER	\$2.92
711-8	KCCB1CK	\$2.80
711-9	DF548CPTW	\$184.80
711-11	77KELRD1	\$10.80
711-16	K35GB	\$12.40
711-17	K58TGI2025W	\$313.20
711-18	K60GB	\$13.60
711-19	K50GB	\$18.00

1c Hourly Rates

►See #19 and #20A on page B3.

2 Maximum Order (at Net)

SIN 711-1	\$500,000
SIN 711-2	\$500,000
SIN 711-3	\$500,000
SIN 711-8	\$500,000
SIN 711-9	\$500,000
SIN 711-11	\$500,000
SIN 711-16	\$300,000
SIN 711-17	\$200,000
SIN 711-18	\$200,000
SIN 711-19	\$200,000
SIN 711-91	\$500
SIN 711-93	\$500,000
SIN 711-94	\$500,000
SIN 711-95	\$500
SIN 711-96	\$500,000
SIN 711-99	\$200,000

3 Minimum Order

\$100 Net.

4 Geographic Coverage

48 Contiguous States, District of Columbia or Port of Exit.

5 Production Point(s)

Multiple locations; contact Kimball Office.

Contract GS-29F-1077G

Supplement Modification PS-0297

Prices:

All prices shown in the price lists effective September 2, 2015, are delivered list prices and supersede all other previously published prices. Prices shown apply to standard product only. Additional charges will be applied for changes to standard product and must be noted as "open market" on the purchase order. Price changes will be made to contract via modification.

►For inquiries, contact Kimball Office Government Customer Service at 800.647.2010
►For current price lists, visit www.kimballoffice.com/industry/govtFederal.aspx

GSA Multiple Award Schedule

Terms & Conditions, continued

6–7 Discounts & Quantity Discounts

Discounts are from list prices. Order volume for products on a single purchase order and within the same product group will be aggregated to determine the proper volume pricing tier. Aggregating of products in separate product groups and/or separate purchase orders is not allowed. Discounts are negotiable above the last tier in each product group.

List Price by Tiers	Net Sell Price by Tiers	GSA % Off Standard List
Kimball Office Systems & HUM. Minds at Work. (SINs 711-1)		
\$328–\$409,836	\$100–\$125,000	69.5%
\$409,837–\$1,052,631	\$125,001–\$300,000	71.5%
\$1,052,632–\$1,851,852	\$300,001–\$500,000	73%
Kimball Office Metal Filing (SINs 711-3)		
\$274–\$273,973	\$100–\$100,000	63.5%
\$273,974–\$898,204	\$100,001–\$300,000	66.6%
Kimball Office Casegoods & Perks (SINs 711-2, 711-8, 711-9, 711-11)		
\$250–\$1,250,000	\$100–\$500,000	60%
Kimball Office & Interstuhl Seating (SINs 711-16, 711-17, 711-18, 711-19)		
\$250–\$125,000	\$100–\$50,000	60%
\$125,001–\$508,905	\$50,001–\$200,000	60.7%

Products listed as non-contract are considered “open market” and should be clearly labeled on your purchase order. Kimball Office has the right to refuse open market items that are not produced by Kimball Office.

8 Prompt Payment Terms

Not applicable to Credit Card purchases.
Product—1.5%/15, N/30
Services—N/30 Services

9a-b Government Purchase Cards

- Accepted above or below the micro-purchase threshold.
- Prompt Payment Terms not applicable.
- Credit Cards will be processed for payment at time of shipment.
- Credit Card orders are subject to standard return merchandise policies.

10 Foreign Items

Poland—Bingo and Adagiato seating

Germany—Interstuhl seating, Aspire tables, LED task lights

Spain, Canada, Hong Kong, Taiwan—Misc. Perks accessories

11 Delivery

- a **Time of delivery:**
- 90 days or less after receipt of complete and accurate purchase order.
 - If shipping date requested is more than 90 days from date of order, Kimball Office shall have the right to use published price lists effective at the time of shipment.
- b **Expedited delivery:**
Special delivery service will incur additional charges. Contact a Customer Service Representative for availability
- c **Overnight and 2-day delivery:**
Not available.
- d **Urgent Requirements:**
Must be submitted to contractor in writing.

12 F.O.B. Point

- F.O.B destination to the original “ship to” location on the purchase order.
- Multiple Invoices may be sent based on Kimball Office’s production and distribution locations.
- If changes made to ship to location, or special delivery services requested, a modification must be issued and accepted by Kimball Office or work will not be performed.
- Requests for multiple deliveries (unknown during order placement) or storage will incur additional costs.
- Any order requiring special delivery services will incur additional charges.

Contract GS-29F-1077G

Supplement Modification PS-0297

Special Item Numbers (SINs):

SINs are provided on the pricing pages within each price list. Please note the appropriate SIN on your purchase order.

Products listed as non-contract are considered “open market” as of the price list effective date and should be clearly labeled as such on the purchase order. Kimball Office has the right to refuse open market items that are not produced by Kimball Office.

New products and fabric introductions are considered non-contract “open market” until accepted via contract modification.

➤Contact your Government Customer Service Representative at 800.647.2010 for current updates.

GSA Multiple Award Schedule

Terms & Conditions, continued

Contract GS-29F-1077G

Supplement Modification PS-0297

13a Ordering Address

Kimball International Inc.
dba Kimball Office Inc.
c/o "Add Servicing Dealer Name"
1600 Royal Street, Mail Code KO-222
Jasper, IN 47549
Phone: 800.647.2010
Fax: 812.481.6174

13b Ordering Procedures

For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14 Payment Address

Kimball International, Inc.
P.O. Box 93096
Chicago, IL 60673-3096

15 Warranty

Manufacturer's Commercial Warranty applies.
Note: This warranty is only valid if the products are given normal and proper use, and installed or used in accordance with Kimball Office installation and/or application guidelines, and installed by an authorized Kimball Office servicing dealer or agent. Kimball Office assumes no responsibility for repairs to products sustaining damages resulting from user modification, attachments to a product, misuse, abuse, alternation, or negligent use of our products.

16 Export Packaging

Contact Government Customer Service Representative for quotation.

17 Government Purchase Card

- Accepted above or below the micro-purchase threshold.
- Prompt Payment Terms not applicable.
- Credit Cards will be processed for payment at time of shipment.
- Credit Cards are subject to standard return merchandise policies.

18 Rental, Maintenance, & Repair

Lease Terms: For information regarding our leasing programs, contact Government Customer Service.

Maintenance: Not applicable.

Repair: Authorization must be secured from Kimball Office Customer Service Representative prior to incurring repair charges if Kimball Office is expected to pay these charges.

19 Installation (Net)

Installation (SIN 711-95):

\$500 net of product or less: \$51.50 per hour.

Above \$500 net of product: Negotiated per order/project.

- The Industrial Funding Fee (IFF) must be included in total cost (IFF is not a separate line item).
- Services may only be used in conjunction with the acquisition of office furniture. Purchase orders for services only will not be accepted.
- Installation services are the responsibility of Kimball Office, but are quoted on an order-by-order basis by authorized Kimball Office servicing dealers.
- Installation services must be performed by an authorized Kimball Office servicing dealer or warranty is null and void.
- Upon delivery of product to the ship-to location and receipt of a proper invoice at designated office, product acceptance is deemed to occur on the 7th calendar day after delivery of merchandise.
- Prompt payment discount not applicable to installation services.

20 Repair Parts & Any Other Services

Repair parts: Not applicable.

20a Terms and conditions for any other services:

- Services may only be used in conjunction with the acquisition of office furniture.
- Purchase orders for services only will not be accepted.
- Design, installation, reconfiguration/relocation and project management services are the responsibility of Kimball Office, but are quoted on an order-by-order basis by authorized Kimball Office servicing dealers.

Design and Layout (SIN 711-94):

\$65 per hour + IFF (IFF should not be a separate line item).

Interior Designer \$64 per hour + IFF
MOT \$500,000

Reconfiguration (SIN 711-93):

\$500 net of product or less:
\$51.50 per hour + IFF.

Above \$500 net of product:
Negotiated per order/project + IFF fees.

MOT \$500,000.

Project Management (SIN 711-91):

Add IFF to the total cost (IFF should not be a separate line item).

Senior Project Manager \$72 per hour + IFF
Project Manager \$65 per hour + IFF
Principal/Senior Manager \$125 per hour + IFF
MOT \$500.

Contractor Team Arrangements:

Contractor Team Arrangements (CTA) must be approved by your Government Sales Manager and signed by authorized company representatives prior to order entry. For the name of the Government Sales Manager for your area, contact Government Customer Service at 800.647.2010.

GSA Multiple Award Schedule

Terms & Conditions, continued

Product Delivery: Upon delivery of product to the ship-to-location noted on the purchase order, and receipt of a proper invoice at designated office, product acceptance is deemed to occur on the 7th calendar day after delivery of merchandise.

Restocking: Merchandise will only be accepted for return under the following conditions:

- The product is a "made to stock" item; and,
- Return Good Authorization (RGA) is given to you by your Customer Service Representative
- All returns are subject to a 50% restocking fee. Any freight charges for returned product are the responsibility of the customer.
- Unauthorized returns will not be accepted and will be returned freight collect.
- All merchandise being returned must be properly packed and protected in the original cartons.
- Upon receipt, all returned merchandise will be thoroughly inspected. Any discrepancies, such as additional damage, signs of usage, missing parts, etc. will result in an adjustment to the amount of credit issued.

Changes and Cancellation: A confirmed order may not be changed or cancelled, in whole or in part, without prior written consent of Kimball Office. Expenses incurred because of the changes shall be charged to the Purchaser. In the event of cancellations, Purchaser will be liable for reasonable cancellation charges

established by Kimball Office. Changes may affect delivery dates.

No change or cancellations will be accepted after order entry for non-standard lead time products including:

- Kwik Office offerings
- Engineer-to-order (modified or non-standard products)
- Alliance program upholstery (Carnegie, KnollTextiles, Maharam and Mayer Fabrics)
- Customer's Own Material (COM)
- Customer's Own Leather (COL)
- Customer Specified Laminate (CSL)
- Customer Specified Paint (CSP)
- Mock Ups
- Service Parts/Replacements

Delivery Refusal or Storage Request:

If product delivery is refused or redirected to a storage facility, the customer is to issue a modification to original purchase order and pay all associated charges. A modification must be issued and accepted by Kimball Office or work will not be performed.

Below is a list of some potential charges that could incur. These items must be listed as separate line items on the purchase order (open-market) and will be invoiced separately.

- Air Freight or priority shipments
- Inside delivery or drop-ship delivery
- Sales and other taxes
- Shipping changes
- Specific (date/time) delivery
- Storage and insurance charges

If product is redirected to a storage facility, or if installation is delayed by the customer, Kimball Office considers the product accepted and payment due the 30th day after the product is delivered to the new requested by the customer and the customer's receipt of a proper invoice.

21 Service and Distribution Points

Multiple locations; contact Kimball Office Customer Service Representative at 800.647.2010.

22 Participating Dealers

Not applicable. Design, installation, reconfiguration/relocation and project management services are provided by Kimball Office Authorizing Servicing Dealers; orders above the Maximum Order Threshold are quoted on an order-by-order basis.

For a list of authorized Kimball Office servicing dealers contact Government Customer Service at 800.647.2010 or visit our website at www.kimballoffice.com

23 Preventive Maintenance

Not applicable.

24a Environmental Attributes

Visit our website at www.kimballoffice.com

Kimball Office is committed to providing quality products that will improve indoor air quality and increase the use of sustainable materials. Many of our products adhere to BIFMA's Furniture Emissions Standards (FES) for office furniture products and can contribute to the U.S. Green Building Council's LEED rating system for low-emitting furniture credit. Kimball Office offers the option of Forest Stewardship Council (FSC) certified wood on select product series in our offering.

- FSC is an independent, not for profit, nongovernment organization based in Bonn, Germany.
- Their mission is to support environmentally appropriate, socially beneficial and economically viable management of the world's forests.
- Kimball Office maintains Chain of Custody certification from the FSC.
- Chain of Custody certification provides a guarantee about the production of FSC certified products.
- This certification tracks the path taken by raw materials from the forest to the consumer.
- The FSC label represents a promise about the sourcing of their wood.
- FSC product is available at an upcharge.

Contact Government Customer Service at 800.647.2010.

Contract GS-29F-1077G

Supplement Modification PS-0297

I-FSS-140-B Urgent Requirements (Jan 1994):

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 work-days after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

GSA Multiple Award Schedule

Terms & Conditions, continued

24b EIT Standards

Not applicable.

25 DUNS Number

006365803

26 CCR Cage Code

4V077

Additional Terms

Kimball Office's standard Cancellation Policy and Warranty apply to this contract.

➤ See the General Information section in the price list.

Order Acceptance and Acknowledgement:

Orders are accepted only by issuance of Kimball Office formal acknowledgement and are subject to the terms and conditions set forth herein, notwithstanding any variance in terms and conditions set forth on buyer's order forms. The order acknowledgement is the final confirmation of the agreement between the customer and Kimball Office and supersedes all prior oral and written statements regarding the order. The acknowledged order confirmation can be modified only in writing from Kimball Office or by a reconfirmation signed by Kimball Office. Kimball Office will attempt to meet all requested ship date requests. If no specific date is requested, we will assign the best possible ship date available.

Multiple Payment Arrangements

(FAR Clause 52.232-37 May 1999)

The contract or agreement provides for payments to the Contractor through several alternative methods.

The applicability of specific methods of payment and the designation of the payment office(s) are either stated—

- Elsewhere in the contract or agreement; or
- In individual orders placed under the contract or agreement.

GSA Multiple Award Schedule

Clean Order Checklist

- ☐ **Contract number:**
GS-29F-0177G
- ☐ **P.O. number:**
Customer's purchase order number must be shown and easily identified.
- ☐ **Contractor Name:**
Kimball International Inc.
dba Kimball Office Inc.
c/o "Add Servicing Dealer Name"
1600 Royal Street,
Mail Code KO-222
Jasper, IN 47549-1022
- ☐ **Contractor Cage Code:**
4V077
- ☐ **Business Size:**
Kimball Office is a large business and as such cannot accept purchase orders that are 100% set aside for small business.
- ☐ **Date:**
Must be on or before the expiration date of this schedule.
- ☐ **Product specification:**
Provide the complete model number, options, finish, caster(s), and/or fabric for each line item.
- ☐ **F.O.B. terms:**
 - F.O.B. Destination to 48 contiguous states, District of Columbia, or port of exit.
 - Inside delivery is available at additional charge as per carrier's standard rates and MUST BE NOTED on the purchase order (\$50 minimum).
 - If product delivery is refused or redirected to a storage facility, the customer is to pay all associated charges and issue a modification to the original purchase order or work will not be performed.
 - If product is redirected to a storage facility, or if installation is delayed by customer, product payment is due the 30th day after product is delivered to location requested by customer and customer's receipt of proper invoice.
- ☐ **Design, installation, and project management:**
 - Show all service charges (inclusive of the IFF) separately on your purchase order.
 - Do NOT show the Industrial Funding Fee (IFF) as a separate line item.)
- ☐ **Pricing:**
 - Show the correct unit net price and extended net amount.
 - Pricing is subject to change via contract modification.
- ☐ **Payment Terms:**
 - Services N/30; product 1.5%/15, N/30.
 - Credit card purchases will be processed for payment at the time of product shipment.
 - Credit card purchases are not eligible for prompt payment discounts.
- ☐ **Shipping address:**
 - A complete shipping address and special delivery instruction are required, (i.e. special ship dates, ship complete or split shipments, tags, etc.)
 - Changes in shipping address require a modification to the purchase order or work will not be performed. If the order is split shipped, Kimball Office requests multiple payments (FAR Clause 52.232-37) due upon receipt of each shipment.
- ☐ **Billing address:**
 - Complete billing address, codes and/or WAWF instructions must be included.
 - If payment is by Government Credit Card, a Kimball Office Credit Card Form must be completed.
- ☐ **Payment address:**
Kimball International, Inc.
P.O. Box 93096
Chicago, IL 60673-3096.
- ☐ **Changes to purchase order:**
Any change to an original purchase order must be made via a contract modification or work will not be performed.
- ☐ **Signatures:**
 - Authorized agency signature is required on all purchase orders.
 - Contractor teaming arrangements must be approved by Government Sales Manager and signed by both a Kimball Office and teaming partner authorized representative, and must be included with the order or work will not be performed.

Contract GS-29F-1077G
Supplement Modification PS-0297

FSC Group:
71

FSC Class/Product Code:
71

Service Code:
7110

Contract Number:
GS-29F-0177G

CCR Cage Code:
4V077

Contractor:
Kimball International Inc.
dba Kimball Office Inc.

Expiration:
January 27, 2017

Paoli



GENERAL SERVICES ADMINISTRATION
Office Furniture GSA Contract GS-28F-0006T

71-1 FSC Class 7110
December 15, 2006 - December 14, 2016



Contractor:

Paoli GSA Dept.
201 E. Martin Street
Orleans, IN. 47452
Business Size: Large
Tax ID 20-0473460
Cage Code 44LJ7 SAM & ORCA registered

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms & conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsa.gov>

Website:

www.paoli.com/government

Email:

gsa@paoli.com

Customer Information

GSA Customer Service

Phone #: 1-800-472-8669

Fax #: 1-812-865-7080

Paoli LLC Lifetime Warranty

Paoli LLC warrants its products to be free from defects in material and workmanship for as long as the original purchaser owns them.

Paoli LLC will, at its discretion, repair or replace with comparable product, free of charge, any Paoli LLC product or component manufactured after April 19,2015 that fails under normal commercial office use.

The warranty is subject to the following provisions:

Limitations involving materials and components

Some natural variations occurring in wood, leather and other natural materials are inherent to their character and not considered defects. Paoli LLC does not warrant the color-fastness or matching of colors, grains, textures of these materials. Additionally a customer own material (COM) selected by, and used at the request of a user is not warranted.

The material and components listed below are covered according to the following schedule from the date of sale:

- Veneer and Laminate finishes - Twelve Years
- Seating controls, wood seating, and electrical components (lamps and ballasts are not covered) - Ten Years
- Glides, pneumatic cylinders, casters and polymer based components, foam, laminates, veneer finishes - Five Years
- Upholstery fabric - Three Year

Seating Usage

Normal commercial office use for seating is defined as the equivalent of a single shift, forty (40) hour work week. Paoli Inc product used in excess of a single shift will be prorated for warranty purposes.

Exclusions

This warranty does not apply to:

- Normal wear and tear over the course of ownership
- Modifications or attachments not approved by Paoli Inc



Terms and Conditions

Ordering

All orders are subject to approval and acceptance by Paoli. Any term or condition (including standard, printed language) contained in a Customer's purchase order (or other form used by the Customer to order goods) which is different from, in addition to, or inconsistent with in any way, Paoli's standard terms and conditions contained in this document or in any document referred to in the document ("Terms and Conditions", as the same may be amended and republished from time to time at the sole discretion of Paoli), shall be of no force or effect whatsoever. By placing an order with Paoli, whether written, verbal, Electronic Data Interchange (EDI) or by e-commerce, the Customer agrees that the transaction shall be governed by the current Terms and Conditions of Paoli, as of the acknowledgement date of the order. The warranty for any product of Paoli shall be the effective written warranty of Paoli as found in Paoli's price list, as of the acknowledgement date of the order requesting such product. Sales of Paoli's products are made only on Paoli's standard Terms and Conditions. Paoli's standard Terms and Conditions may be modified or supplemented only by a separate written document signed by Paoli's authorized personnel at Paoli's headquarters.

Possession of Paoli price lists or sales and pricing literature does not constitute an offer to sell. Paoli tries to comply with reasonable special instructions on orders if those instructions do not conflict with Paoli's Terms and Conditions and do not involve additional costs.

All Dealer and Wholesaler orders for Paoli and Whitehall Collection are to be sent to Paoli Customer Support Center in Orleans, IN, by fax to: 800-888-5817.

Submitting An Order

- Only Paoli brand products will be accepted on an order.
- Standard colors and finishes are detailed in current Paoli sales literature and price list.
- The Customer must provide correct information on all orders when ordering. This includes (e.g., complete model number, finishes, colors, options, quantity, and any special instructions regarding directions to a drop ship site, special equipment needed to complete shipment such as a small trailer or special delivery hours). Failure to provide complete and accurate information could result in order entry delays.
- Orders can only be processed when they are complete and correct; incomplete orders may be returned.
- If a bid quotation or other special pricing applies, such information should be clearly stated on the order and any applicable bid number or contract number must be referenced in order to ensure proper pricing.
- The order should identify a contact person by name and phone number for any clarification that might be necessary.

Accepted orders will be acknowledged in writing with approximate shipping dates. Payments should be made to Paoli, or its assignee, as designated on Paoli's invoice.

Phone Orders

Paoli requires written confirmation of all orders submitted by phone. When confirming a previously placed phone order, including product, parts and replacement pieces, it must bear the word "CONFIRMING" prominently and have exactly the same purchase order number and information as placed via phone.

Credit (may not apply to government orders)

Goods ordered by customers who have no previous credit rating may not be accepted unless prior arrangements are made with the Paoli Credit Department.

Credit Limits

The credit limit is the maximum credit available on a current account, which is defined as open accounts receivable and orders available for production. Paoli will review payment history and updated financial information on a periodic basis and will adjust credit limits accordingly.

Credit Hold

Invoices are considered past due if unpaid within terms stated on the invoice. Accounts whose unpaid balances extend beyond the invoice due date may be placed on credit hold (which could result in shipping delays for existing and new orders). Conditions for continued shipments will be contingent upon mutually acceptable agreement regarding payment of the overdue balance. Accounts whose balances exceed the credit limit may also be placed on credit hold. Additional shipments may be made on a prepaid basis, upon mutual agreement, until payment is received to reduce the account balance below the credit limit.

Accounts whose balances extend beyond 90 days past due, without a mutually agreed upon and functioning payment schedule, may be placed with a third party for collection purposes. Paoli will attempt notification by telephone or mail prior to taking this action. At this point, all actions will be handled by Paoli's third party. Once an account has been placed with a collection agency, purchases of any additional merchandise will not be allowed until the account balance, any accumulated finance charges, and collection costs incurred by Paoli are paid in full.

Acknowledgements

Paoli sends acknowledgements on all orders. It is the responsibility of the customer to review the acknowledgement and report any discrepancies immediately.

Changes and/or Cancellations

All cancellations or changes are subject to Paoli approval. Cancellations will not be accepted after an order has been scheduled for final production.

Product Specials

Paoli, at its own discretion, may modify its standard products to meet specific needs.

List prices contained in published price lists are for standard catalog items only. Changes or alterations to catalog items other than those listed as catalog options are subject to additional charges. Such product must be ordered and quoted as "open market" items. Quotes should be clearly noted as "open market" on the applicable line items. Prices will be furnished upon request. Direct all requests to Paoli Customer Support Center.

Customer's Own Material (COM) Policy Information

Paoli does not assume responsibility for the durability or tailoring quality of COM fabric. All COM fabric must be shipped to Paoli prepaid and marked with your company's name, order number and special instructions (e.g. direction of stripes, railroad etc.). COM fabric received without identification may delay the order significantly.

Fabrics less than 54 inches in width are not accepted. Materials should be sent to the factory for pre-approval for upholstery use before an order is accepted. COM pricing applies to one type of fabric being used on one style chair. Customers must specify on their order if it is to be pattern matched. If directional material is sent, the Dealer must note the direction that it should be applied.

Shipping Time

Production (other than Paoli in2) takes approximately 4-6 weeks after receipt of order and approval of credit. If delivery is needed by a specific date, this must be indicated on the order. If this date cannot be met, the customer will be notified of alternate delivery dates.

Freight

1. Delivery will be made to the acknowledged ship to address unless notification of address change is received ten (10) working days prior to the scheduled ship date. Any address changes received by the driver on arrival will be billed as an additional stop and additional charges may apply.
2. Paoli rates are for dock-to-dock delivery and do not include inside delivery, uncartoning or set up. If inside delivery, uncartoning, or set up is required a dealers will submit an install quote to provide these services. If the install falls between \$200 - \$500, it should not exceed 13% net of the order. Install above \$500 is negotiable.
3. The ability for drop shipments is available. Please contact your customer service representative for information on criteria and fees associated with this service. If delivery is scheduled to a location other than the dealer's single dealer location, Paoli must be provided with the name and telephone number of the person to contact at the delivery address. Personnel and facilities for receiving and unloading a semi-tractor trailer must be provided by the dealer. Drivers are not permitted to unload items by themselves. Delays caused by customer's inability to accept or unload merchandise at the destination specified on the order will be billed to the dealer at the rate of \$50.00 per hour.
4. Freight charges for orders that do not qualify for free freight based on the Customer's Performance Level listed above, will be charged a minimum of \$80.00 or 3% of total order at List, whichever is greater.

Shipping

Paoli ships all merchandise, whether shipping collect, prepaid/charge or delivered, FOB shipping point. Ownership and the responsibility of the merchandise becomes that of the customer upon delivery to the freight company.

Paoli paid freight is dock-to-dock and does not include inside delivery or installation. All shipments are FOB shipping point with freight prepaid to one destination in the continental United States. Shipments outside the contiguous United States are prepaid to point of embarkation.

Paoli reserves the right to select the carrier and routing, but will attempt to accommodate requests for preferred carriers, if there are no additional costs or charges to Paoli.

Damaged Product

All products are carefully inspected and packed by trained members before leaving the facility. The transportation company assumes complete responsibility, when the bill of lading is signed, for delivering the product to the customer in good condition. Customers should protect themselves by assuring that the extent of any damage or shortage has been noted on the delivery sheet. Concealed damage should be reported to Paoli Customer Support Center as soon as discovered and no later than 10 days from receipt of shipment.

If concealed damage is discovered after delivery, request inspection from the delivering carrier AT ONCE and save all packing materials until inspection is made. Paoli will be happy to assist in filing a claim with the transportation company by providing additional copies of documents, as needed, but the claim must originate from the customer, the consignee.

Storage

Storage charges may be incurred if delivery is delayed by customer.

Repair Charges

Prior authorization must be obtained from Paoli before repairs are made. Quotes should be sent to Paoli's Customer Support Center for approval before proceeding. Once repairs are complete, send a receipt for approved repairs to Paoli Inc Customer Support Center and credit will be issued.

Returns

Return shipments are not accepted unless specifically authorized by Paoli on a Returned Goods Authorization form furnished by Paoli LLC Customer Support Center. Merchandise must be returned in original shipping cartons, with proper inner packing and is subject to inspection upon return, before acceptance. All returns must be made within 30 days after a Return Goods Authorization is issued.

Requests for returns due to Paoli error must be made within 30 days of receipt of erroneous shipment.

Requests for returns due to reasons other than Paoli error, if approved, are subject to a processing fee of up to 45% of the invoiced amount and must be forwarded with transportation charges prepaid. All returns must be made within 30 days after a Return Goods Authorization is issued.

Returns are not authorized or accepted from Alaska or Hawaii due to transportation costs and travel wear.

Credit will not be allowed on any items returned without Paoli's written consent or on any merchandise that is not in resalable condition.

MULTIPLE AWARD SCHEDULE OVERVIEW

Office Furniture GSA Contract GS-28F-0006T
71-1 FSC Class 7110
Effective December 15, 2006 through December 14, 2016.

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: www.gsa.gov

Product Information

Specifications and pricing for products in this catalog were valid at time of printing. Specifications or pricing can change without notice. Colors and models may vary from the product quoted. Paoli reserves the right to correct typographical errors in specifications or pricing.

Order Processing

Please submit orders via fax, 812.865.7080, or email to gsa@paoli.com.

Missing Information:

Orders missing information will result in Paoli contacting you via phone/fax/email and processing will not be completed until after an answer/response is received. Orders which cannot be processed are considered to be not accepted until they have been Corrected/modified and acknowledged. Unusual delay in corrected/modified orders may result in refusal or cancellation of order.

Purchase Order/Credit Card

The purchase order/credit card format is provided as a guideline of the information required when placing an order. Credit card order form is available at www.paoli.com/government.

Prompt Payment Terms

1% 10 days Net 30 days

For government credit card orders:

Government credit cards are accepted for orders above and below micro purchase threshold. We do require a written statement of the quantity, model number, finish, and prices; as well as the credit card number, holder's name, and expiration date. This information should be faxed to 812.865.7080. No verbal orders are accepted.

EDI

Paoli has Electronic Data Interchange capability and encourages your participation. Please contact Paoli Government Customer Service at 800.472.8669 for details.

Acknowledgement

An acknowledgement will be faxed/emailed the day after order is entered to both the agency and the servicing dealer unless the order is placed on credit hold or other hold. The order cannot be acknowledged until the order hold is released.

Both the agency and the dealer are responsible for reviewing the acknowledgements immediately to reduce the impact of order processing errors. All order changes must be faxed or emailed to Paoli by the end of the next business day following the faxed acknowledgement. After the order confirmation window the company will schedule production. Order changes after the confirmation window may not be possible.

Terms

For additional Terms and Conditions refer to Paoli's printed price lists.

Order Address:

Paoli Government Dept.
201 E. Martin Street
Orleans, IN 47452

Payment Address:

Attn: Paoli Inc A/R GSA
13360 Collections Center Drive
Chicago, IL 60693

April 19, 2015 Pricing	Worksurfaces, Workstations, Computer Furniture and Accessories	Filing & Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks & Accessories	Executive Wood Office Furniture, Tables and Accessories	Executive Conference Room Furniture	Upholstered Furniture	Multiple Seating	Multi purpose Seating	Stacking Chairs and dollies or trucks designed to support stacking chairs
Project Size at List	711-2	711-3	711-8	711-9	711-16	711-17	711-18	711-19
Tier 1 \$100 to \$299,999	62.00%	62.00%	62.00%	62.00%	62.00%	62.00%	62.00%	62.00%
Tier 2 \$300,000 to \$784,999*	64.50%	64.50%	64.50%	64.50%	64.50%	64.50%	64.50%	64.50%

	Design/Layout	Installation Services	Introduction of new office furniture services/ products
Project Size at List	711-94	711-95	711-99
Tier 1 \$100 to \$299,999	\$55 per	see	62.00%
Tier 2 \$300,000 to \$784,999*	hour	installation	64.50%

*Above \$784,999 is negotiable

Website:
www.paoli.com/government

Email:
gsa@paoli.com

Maximum Order: \$300,000 (All SIN #s apply)
Minimum Order: \$100

Geographic Coverage:

48 Contiguous States and District of Columbia

Mark for

In an effort to reduce overall administrative costs and efforts for every-one involved, Paoli does have the ability to mark each carton with your individual PO numbers which can allow you to group orders under one "blanket PO" reducing invoices, shipping paperwork, acknowledgements, etc. If you would like assistance with order placement or order managements please contact Paoli government customer service.

FOB: Origin Prepaid

Contractor:

Paoli Government Dept.
201 E. Martin Street
Orleans, IN 47452

Business Size: Large

Tax ID: 20-0473460

Cage Code: 44LJ7 SAM & ORCA registered

Design:

Design services are available at \$55 per hour.

Installation:

Installation services are available. Servicing dealers negotiate and provide these services on a project by project basis. Where the installation portion totals \$500 or less, a charge of 13% of the net order total applies (minimum charge of \$200).

List of service and distribution points:

Distribution point is Orleans, IN.

Environmental Attributes:

See website for environmental information:
www.paoli.com

DUNS Number: 006364764

Paoli - Government Customer Service:

Phone: 800.472.8669
FAX: 812.865.7080

GOVERNMENT PURCHASE ORDER INFORMATION

- Supply any information not included on agency purchase order.
- Authorized agency signature required for invoiced order and if original information changes.
- Credit card holder signature required for credit card order and if original information changes.
- Credit card orders bill when shipped, see GSAR 552.232-80 (C).
- Modification required with agency signature when change to original order involves product, unit cost or total value.

Paoli

Agency PO#: _____

Contract#: _____

Bill-To Address: _____

Ship-To Address: _____

Bill-To Phone#: _____

Bill-To Fax#: _____

Traffic Contact Phone#: _____

Order Type: (check box that applies)

Traffic Contact Name: _____

☐ Invoice ☐ Credit Card (CC)

Delivery Type:

Agency Signature: _____

☐ Standard Dock

Delivery is tailgate to a standard dock. FAR 52.247.34

Name on Credit Card: _____

Special Instructions/Requests/Mark for: _____

Company Name: _____

Card Type: _____

Date to Process: _____

Last 4 Digits of Credit Card Number: _____

Expiration Date: _____

Authorized Amount: _____

Person Authorizing: _____

Servicing Dealer: _____

Contact Information: _____

Contact: _____

**Remaining credit card number and security code should now be communicated via phone. Per

Phone: _____

new policies instated January 2015 ***

Account#: _____

Quantity	Model	Finish/ Fabric	TAG	List \$	Disc%	Unit \$	Extended \$

☐ See attached quote

EMAIL: _____

TOTAL \$ _____

☐ # of pages to follow

To reach Paoli Government Customer Service call, 800.472.8669 or Fax 812.865.7080.

Please copy order form, complete, then fax or mail.